PDP Reflective Learning Report Sample

N.B. You should capture your personal views on the PDP workshop under the headings given below. The entries given are for your guidance and should not influence your true evaluation and reflection.

**Name:**…..

**Date:**…..

**Objectives**
The Professional Development Planning (PDP) Workshop has the objective of assisting individual professionals to make a conscious effort to review their current situation, set themselves professional goals and develop a plan that represents an optimal means to achieving the same.

**Highlights**
After going through the 3-stage process I have finally completed my PDP plan which has highlighted my current position and pointed the way to where I would like to get in both professional development and growth. I found that this exercise has heightened my awareness of the wider issues surrounding business, industry and community. It has made me aware of the ramification of future trends and other social development vis-à-vis my career goals.

**Ethics & Professional Values**
Up to now I did not consider ethics to be that relevant to the performance of project managers. Also, I did not consciously reference a code of ethics nor adhered to a set of professional values. The workshop helped me to clarify a number of issues of personal and professional interest. I understand that professional development is not just about acquisition of technical expertise but also development of a professional attitude and correct ethics.

**Self Assessment of Professional Competencies**
I was surprised to discover that I did not have a consistent base in project management; most of my knowledge appeared to be centred on contracts management. My self assessment report showed that I lacked a number of key competencies, in particular people skills and HRM, risk management and project integration management. I discovered that PM systems can assist me in better managing the range of projects that I am currently dealing with. I intend reassess myself frequently to monitor my progress in acquiring and maintaining my desired level of professional competency in all fronts.

**Target Competencies and Determination of Competency Gaps**
I aspire to become a top programme manager and to rise eventually to the position of a senior executive to run project-oriented business units successfully. I realise that I need to develop my competencies across the board and this means a framework and a systematic approach.

**Planning to Acquire Missing Competencies**
I have developed what I consider to be an optimal plan to reach my target competencies. The path I chose involves a mix of formal education and on-site experience. I intend to find a workplace mentor. I am determined to engage in peer group discussion as I am keen to learn how other professionals perform, their mindsets and approach to project management.
Tailoring PM Courses to Suit My Needs
I have made a conscious decision to focus on people skills and HRM skills as I now realise that getting things done through projects requires much more knowledge and practice than I have had. I also needed to focus on the business and strategic management of projects. The course offered by the University is unique and I have been able to select my electives in the stream that focuses on HRM, Integration, Communication, Organisational and Strategic Management. I am determined to combine the study of these subjects with real life experience. I want to learn and apply the latest concepts, tools and techniques in this field.

Continuous Professional Development
I realise that my PDP plan is the start of an exciting journey of life. I intend to use the methodologies learnt in this workshop regularly to self evaluate where I stand in relation to my goals of acquiring the missing competencies as well as personal and professional growth.

Conclusions
I have benefited from the workshop in a number of ways:
1. Systematic re-evaluation of where I was in relation to my professional development and growth (the actual exercise forced me to confront many issues consciously and positively);
2. Conscious goal setting for the future and definition of the competencies that I need to achieve these goals;
3. Development of a plan that optimises my efforts in reaching my professional goals;
4. Opportunity to meet my peers and learn from them in a practical sense (I have managed to form a learning team with 3 others whom I consider to have complementary expertise to mine); and
5. A better understanding of the course that the University offers, including its underpinning philosophy, the manner it operates and the resources that are available to help professional people further their goals.

Areas of Improvement
I think that the workshop can be of greater relevance if more time is allowed for peer group interaction.