

# Personal Development Plan

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## Working with your feedback

Once you have worked through the feedback contained in your *International Profiler* Report you are ready to create a "Personal Development Plan" for yourself. Like all such action plans, this is designed to help you bring about change, but in this case it should be aimed specifically at improving your readiness and effectiveness to work internationally.

The tables below will help you to go through three steps to arrive at such a plan:

**Step 1** - The requirements of your current and/or future role

**Step 2** - Identify your strengths and development areas

**Step 3** - Build up a SMART action plan to bring about change and development

### Step 1 - The requirements of my role

Start by thinking about your role and the elements of your job that require you to work in an international context. Depending on your situation, you may wish to concentrate on your current role or perhaps on a future anticipated role if this has a greater international context. For example:

- What are the key relationships that will be important for success in this role?
- What will be the key tasks that you will be performing?
- What additional knowledge and understanding will you need?
- With whom, and how will you mostly be communicating?
- How clearly will your goals be defined?
- What personal pressures will this role impose on you?

In the light of your answers to these questions complete the table below:

**To fulfil the international requirements of my role I need to:**

1.
2.
3.

# Personal Development Plan

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## Step 1 - The requirements of my role

Reflect on the current and/or future activities that you identified in Step 1, and consider them in the light of the insights gained by working with the feedback from the International Profiler. Hopefully, this will have made you more consciously aware of strengths that you may raise to the level of conscious strategies in certain international settings. It will also have highlighted some areas of development that you may need to focus on to be as effective as possible in international and cross-cultural environments.

Using the dimensions from the *International Profiler*, identify three areas of strength that the feedback has made you more aware of, and how you might consciously use them more to your advantage in the future:

Area of Strength	Ways to use it more extensively
1.	
2.	
3.	

Using the dimensions from the International Profiler, identify three areas for development that the feedback has made you more aware of, and how you might consciously address them in the future:

Area for development	Ways to address it
1.	
2.	
3.	

# Personal Development Plan

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## Step 3 - A SMART Action Plan

Working with the areas you have selected in Step 2, identify the specific actions you are going to take to bring about change and development for yourself. The plan you make should be a SMART plan, i.e.

### 1 **Specific**

Is your goal well-defined? Avoid setting unclear or vague objectives; instead be as precise as possible.

Instead of: "To listen more"

Make it specific: "To use the next meeting of the European marketing managers as an opportunity to practise listening behaviours and to reinforce this by writing a detailed minute of the meeting"

### 2 **Measurable**

Be clear how you will recognise when you have achieved your goal. Using numbers, dates and times is one way to represent clear objectives.

Instead of: "To find out about South Africa"

Make it measurable: "To use the internet and the local library to identify and read key references and make notes on the history, economy, and politics of South Africa. This to be completed by the end of next month."

### 3 **Attainable**

Setting yourself unrealistic goals will only end in disappointment. Make your goals challenging, but attainable.

Instead of: "Learn German by Christmas"

Make it attainable: "Register with a language school and attend classes to learn German on a weekly basis for the next 12 months. Then review progress and set new goals"

### 4 **Relevant**

Ensure that any development actions that you plan are directly relevant to the international context that you are currently, or will be, operating in. Test them for relevance against the answers you gave in Step 1 above.

### 5 **Time-bound**

Set a time scale for completion of each goal. Even if you have to review this as you progress, it will help to keep you motivated.

Now use the table on the following page to finalise an action plan in three areas.

# Personal Development Plan

<b>Development objective</b>	<b>Specific actions</b>	<b>Blockers and how they will be removed</b>	<b>Support required</b>	<b>How I will know when I have achieved the objective</b>
1.				
2.				
3.				