

Personal
development plan
using the smart
method nursing
essay



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Personal development plan can be defined as the development of the skill of a person which is very much important for personal career and also professional career of that person. This plan also indicates to the advancement of the personality of individual person. It helps a person to make him capable and confident in his profession. The development of a person's characteristics and professional development is considered as important aspect of the career of a person. Therefore, having a personal professional development is very much required for a person.

In accordance with the requirement of Task 1, it is needed to identify and analyze the SMART objectives of personal and as well as organizational and also along with for the purpose of achieve these objectives, the required skills are also analysed and explained on this task. After that the audit on the skill is conducted in relation to the purpose of organization and the objectives of personal and organizational.

Personal objectives:

In focusing towards the acronym of SMART, my personal and organizational objectives should be specific, measurable, achievable, realistic and bounding within time. That means the objectives whether it is personal or organization should be specific, measurable, achievable, realistic and bounding within time. The specific objective means the feature objective is concretion, well definition, detailed and as well as focused. Not only this, the specific objective is mainly action oriented, the outcome and straight forward.

The objective should also be measurable. In relation to the measurement of objective, it should be needed to ensure the identification of the source of

measurement and action is tracking for the purpose of objective progress. Objective is measured for the purpose of making comparison to determine standard performance.

The other feature of objective is that the objective should be achievable. If the objectives which are determined by the person are not achievable then the person doesn't feel interest and never motivated to achieve these objectives. And when the objectives are not achievable by the person then he feel frustration and lose motivation.

If the objectives are not achievable, it also not is realistic. That means the source of achieve objective should be specific and available. For the purpose of achieving the objectives there are required some resources for example: skills, money, equipment etc. The objectives should also be achievable within a time limit that means a fixed deadline is needed for achieving the objective. Time management is very necessary in order to achieve the objective.

In relation to the acronym of SMART, my personal objectives are:

1. To achieve PGD degree from the London School of Accountancy and Management.
2. To complete MBA degree.
3. To be a good manager in an organization.

Organization objectives:

In focusing towards the acronym of SMART, as an organizational manager, there are five objectives which should be achieved by the manager:

Forecasting and planning:

→ clear vision setting in relation to the SMART objectives such as: achievable, measurable, specific, realistic, and time boundary.

Organizing:

→ structure build up.

→ task is divided or apportioned

→ resources should be considered for example: human, monetary, technology and materials

→ sensitivity and security ensuring

Command

→ activities are maintained in between the personnel.

→ hierarchy reporting

→ activities are controlled among the manager and work force

Co-ordination

→ all activities and efforts are unifying and harmonising

→ co-ordinated management supervise and harmonise the activities and efforts

→ provide support

→ Motivation

Controlling:

Rule is established and command is expressed for the purpose of conducting the managerial activities in relation to check the work efficiency of the personnel.

Time management strategies:

For using time more effectively and efficiently, there are some ways of managing time such as: managing time for a week. For doing this, time can be divided into small unit. In case of a business organization, it is noticed that majority of the time that is spent on different activities of the organization is not productive and in many times time is wasted by the employees because of ineffective time management. There are some strategies of time management:

1. Establishing objectives:

For achieving profit maximization, make a plan to use the time with the way which is realistic. Time management helps a manager or an entrepreneur to achieve organizational objectives more effectively and efficiently.

2. Evaluation of spending time:

The way of spending time in working place is very much necessary to determine. The working hours or the availability of mine also has to be calculated. The amount of tasks and number of activities which a person can do in a week should also be calculated.

Except these strategies, other strategies are:

1. Assess the difference between utilising of the actual and ideal time.
2. Give priority the task of work.
3. Give importance towards the urgent and important work.

Requirement of skill for achieving personal and organization objective:

For the purpose of meeting and achieving the each and every goal and objective of personal and organizational, some skills are needed such as: the skill of communicating with other peoples, skill of IT, problem solving skill, skill of working with team, self performance and learning skill. These skills are considered as basic skills which are very much important for achieving personal objectives.

But for the purpose of achieving the organizational objectives, four skills are needed to contain by the manager such as: planning, organizing, leading, coordinating etc.

Task 2:

Personal Development Plan

Column 1

Column 2

Column 3

Column 4

Column 5

Column 6

Column 7

SKILL

Existing

PROFICIENCY

Proficiency of target

Scope of development

Judging success criteria

Time frame

proof

No 1.

Priority

Skills of presentation

To be able to give presentation in classroom but feel nervous and can't give presentation as the standard of professional

Classroom presenter as confidently

Be able to give presentation in the group of tutor

I want to achieve A grade in my project by giving successful presentation in the class.

Till the academic year ending

By giving successful presentation in the class

No 2.

Priority

Skills

Of writing

The description as technical is good but critical thinking of mine seems to be difficult to present

Descriptive writing is good and critical writing is satisfactory

To college writing fellow, I can show my work and also in relation to business studies I can make better assignment

2. 1 achieving by me in relation to the business studies and assess my skill in accordance with my teacher feedback. I can achieved confidence to make better assignment

Till the year of 2nd

By making successful assignment in relation course studies

No 3.

PRIORITY

Awareness as commercial

I have interest in the issue of business but lack of the awareness as practical

Knowledge as practice

To participate on the training program for achieving commercial awareness

Complete the program of training program for achieving commercial awareness

Till the year of 3rd

By achieving commercial awareness

No 4.

PRIORITY

Skills

Of Team working

Can't adjust to work with the team member and can't appreciate other works and also hate to appreciate other ideas

Goals are understood by me greatly in order to achieve objectives

I appreciate the other team member roles and activities

Team progress can be monitored by me in order to meet the difficulties and overcome these difficulties

Till the year of 3rd

By lead a team successfully

No 5.

PRIORITY

Skills of leadership

Not confident and can't lead or motivate other people with my own word

Achieve confidence to lead the team and also delegate with others

Working as a team leader on a group project.

Group is satisfied with me, project is considered as most successful and I can achieve confidence at the best level

Till the year of 3rd

Working as a team leader on a group project.

Task 3:

Professional skill:

For answering this task, here I choose three organizations: Tesco, Sainsbury, Marks and Spencer.

The definition of professional skill can be provided as the skills and knowledge which are achieved for the purpose of personal development and <https://edufrogs.com/personal-development-plan-using-the-smart-method-nursing-essay/>

along with the advancement of career. The opportunities of learning as facilitated are encompassed by the personal development which is related with the range of formal work, conferences and the practice of the opportunities of learning as facilitated. The features of the learning opportunities are intensive and collaborative which are related with the evaluative stage. Personal development includes of several approaches for example: consultation, coaching and practice of communities, study of lesson, training, supervision as reflective, and the assistance of technology.

Personal skill:

Personal skill is also considered as the interpersonal skill of the person which is consisted of the algorithm of mental and communicative which is applied for the purpose of conducting social communication and interacting with other peoples in order to identify achieve specific effects or outcome.

In order to being a successful manager, he or she should has to contain some professional and personal skills such as: leadership, time management skill, meeting running, presentation making, management of stress etc. The importances of these skills are now evaluated:

Leadership skill:

Leadership skill is considered as the managerial skill which is used for the purpose of motivating the peoples of the group in order to achieve the common goal. In this competitive market, it is very much needed to contain the skill of leadership by the manager through which he or she can lead the organization effectively and efficiently. Leadership is mainly related with the capacity where leader contains the capacity to listen others' opinion and

observe the activities of employees. Not only is this, in the decision making areas, the skills very much needed for the manager of an organization. One more thing is that if the employees are not motivated to do their works then the business can't be run and the manager with leadership skill can be greatly motivated to the employees of their works and try to give their best.

Time management skill:

The definition of time management skill can be given as the process and tools of developing the skills in order to enhancing the efficiency and productivity. Time management skill is considered as the personal skill which is directed towards the using the valuable resources within the time frame. For the purpose of managing time, the manager should be more organized, efficient and as well as happier. The skill of personal time management is consisted of the activities of setting of goals, planning, prioritizing, make the decision, delegating and scheduling. By using time management skill, wastage can be eliminated, make preparation for attending the meeting, excessive workload refusing, project progress can be monitored, plans can be made for each day and each week efficiently and effectively.

Stress management skill:

The definition of stress can be provided as the reaction of nervous system of the body towards the specific events. Stress management can be defined as the system with the aim of stress reducing and along with the person who contains this skill can be facilitated in order to adjust with the specific situation. Stress management skill is very much needed for manager for the purpose of attending the meeting and represents the meeting, on that time the manager should control the stress.

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The above skills such as: leadership skill, time management skill, stress management skills are very much needed for the manager to be successful in his professional life and as well as personal life through which he or she can meet the personal goal and as well as achieve the organizational goal.

Recommendation:

There are existed several methods of that are appropriate for the purpose of advancing the skill of professional and personal such as: leadership skill, time management skill, stress management skills are very much needed for the manager to be successful in his professional life and as well as personal life through which he or she can meet the personal goal and as well as achieve the organizational goal.

For the purpose of developing these required skills, some ways can be adopted and these ways are described below:

The approach as structured are used for the purpose of solving the problem

Provide training program

Create the link in between the problems and try to solve it

Create relationship in between solving the problem and making decision as well

Problem can be solves through get support from the people by taking their opinion and as well as use the required resources on developing the problem skill

Here, training program and practice to develop the professional and personal skill as by own are considered as the most practical method which is used for the purpose of developing the personal and professional skill. The program of training is mainly related with the process of learning which consists of the knowledge acquisition, skill sharpening, attitudes and behaviours changes, in order to employee performance enhancing.

Not only this, by practicing as by the person own, one person can achieve the required skill such as: by practising, the person can manage the time, can solve the problem.

Task 4:

Personal development plan:

The definition of personal development plan can be provided as the person's skill development which is considered as significant thing in relation to the development or establishment of personal and as well as the professional career. For the purpose of developing the individual personal personality, making the plan for personal development is very much needed. In order to achieve capability and as well as being confident in the professional life, personal development plan provides support to the person. In relation with the building up a career, the two main aspects are personal characteristics development and as well as the characteristics are developed for making good professional life. So it can be said that a person should have to make a plan of personal development. Here, in relation to the personal and professional and as well as organizational objectives, the Kolb's learning style is used through which it is possible to find out the way of learning along

with suitable method can also be identified to for the purpose of achieving the objectives of personal and professional and as well as organizational objectives.

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Task 5:

Skill audit:

There are the questions which consisted of the pointed value:

Strongly disagree 1

disagree 2

agree 3

strongly agree 4

TEAMWORK

1

2

3

4

1.

Can adjust to work with the team member

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2

Goals are understood by me greatly in order to achieve objectives

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3.

Responsibilities of me is indicated towards the goal of the team work

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4.

I appreciate the other team member roles and activities

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5.

Team progress can be monitored by me in order to meet the difficulties and overcome these difficulties

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6.

It is very pleasure for me if I get the scope of leading the team

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PROBLEM-SOLVING

1

2

3

4

7.

I break the task which is the part of my job and distribute it in managerial section

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8.

For solving the problem, I may ask for the help from other

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9.

In order to solve the problem, challenges motivate me most to do this work

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10.

For the purpose of accomplishing the new task, I create the ideas by using
brainstorming

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11.

I can anticipate the possible result in order to do a task

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12

I can also anticipate the alternative solution in relation to the problem of question

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)⁻

Time management:

1

2

3

4

13.

Tasks are organized by me as per the deadline of each task

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14.

I link in between the work progress and as well targets

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15.

In order to target meet and plan, I evaluate my strength and weakness

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16.

For solving the problem, I may ask for the help from other

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