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PMRP-1001 - Planning and Managing your Research Process

**Assessment 1: PhD Personal Development Plan (PDP)**

Name

Date Student Number

**Instructions:**

* Step 1: Complete the PMRP Skills Audit (completed in PMRP session 1)
* Step 2: Examine the skills you identified as being currently **urgent** (i.e. to be developed over the next 6-8 months)
* Step 3: Decide how these skills can be worked into **3-5 broad objectives** for your personal development over the **next 6-8 months**
* Step 4: Set SMART goals for achieving these objectives:
* Which PMRP sessions will be most relevant to helping you build the skills to achieve your objective?
* Which other specific, measurable, attainable and relevant actions can you take to supplement the PMRP sessions?
* What measures and timelines will help you to keep on track and complete the plan over the next 6-8 months?

To help you get started, there’s a sample PDP included as an appendix to this draft PDP.

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| **Objective**(What do I want to improve in my research practice?) | **Skills**(what from PMRP Skills Audit would help me achieve this objective?) | **Relevant PMRP topics**(Which sessions will I attend to get started on achieving this objective?) | **Other actions**(What other things, outside PMRP, will I do to achieve this objective?) | **Measures** (How will I know if I am making progress towards my objective?)  | **Timeline**(When do I want to have achieved each measure/ action?) |
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**APPENDIX: Sample Personal Development Plan**

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| **Objective**(What do I want to improve in my research practice?) | **Skills**(what from PMRP Skills Audit would help me achieve this objective?) | **Relevant PMRP topics**(Which sessions will I attend to get started on achieving this objective?) | **Other actions**(What other things, outside PMRP, will I do to achieve this objective?) | **Measures** (How will I know if I am making progress towards my objective?)  | **Timeline**(When do I want to have achieved each measure/ action?) |
| **To be more organised in managing my references and notes on secondary sources** | Information retrieval and managementInformation and literacy management | Attend Endnote training | Meet with Subject Librarian; | Attended relevant PMRP seminars;Meeting held with Subject LibrarianBuilt a reference database on Endnote;All notes on readings now being held/ uploaded to one system;System is backed up or secured in OneDrive | April 2024May 2024July 2024August 2024August 2024 |
| **To practice better self-care** | Resilience;Preparation & Prioritisation;Work-life balance | Minding ourselves: imposterphenomenon and personal success;Planning, organisation and timemanagementBuilding resilience, managing stressand dealing with challenges | Plan and book 30 days’ annual leaveLeave College by 6pm dailyHave at least 1 full day completely free of college workMeet/ facetime a friend for coffee weekly | Attended relevant PMRP seminars;All 30 days booked/ planned forMeaningful social/ rest time weekly | April 2024June 2024Feb- June 2024 |