

## Developing self

In this unit you will look at self-development. This means taking responsibility for your own learning and development. It is done through a process of assessment (what are you already good at?), reflection (looking at what you want to change or improve on) and taking action (doing something about it).

There are different reasons for wanting to develop or improve yourself and it can be in your personal or your working life.

## Content

This unit is split into three sections:

**Section 1:** You will look at the strengths and abilities you already have and then identify an area or areas where you would like to improve

**Section 2:** You will prepare your own self-development plan in order to help you achieve your development

**Section 3:** You will reflect on your plan and review any changes that may need making as well as looking to your future with this plan

### Activities

Some answers to the activities in this unit will be personal and will differ from others. There are some example answers in the back of this unit.

## Assessment

When you have worked through this unit, there are questions to complete in the separate assessment booklet within your pack. When you have finished the assessment you should submit your assessment to your assessor/tutor, who will give you feedback on your work.



## Section 1

You will look at the strengths and abilities you already have and then identify an area or areas where you would like to improve

**You will look at the strengths and abilities you already have and then identify an area or areas where you would like to improve**

Think about your own strengths and abilities. These are things that you are very good at or do very well.

It is important to think about who you are and how other people see you. Being able to identify your personal qualities and attributes will help you to see your strengths as well as your weaknesses. As you develop better self-awareness you will be able to make better choices and decisions to suit you.



### Activity 1

**Please tick a few words which you feel best describe you.**

(You can only choose 5 or 6.) If you are unsure what the terms mean then look them up.

Word	Tick	Word	Tick	Word	Tick
Patient	<input type="checkbox"/>	Enthusiastic	<input type="checkbox"/>	Punctual	<input type="checkbox"/>
Adaptable	<input type="checkbox"/>	Energetic	<input type="checkbox"/>	Neat	<input type="checkbox"/>
Tactful	<input type="checkbox"/>	Happy	<input type="checkbox"/>	Practical	<input type="checkbox"/>
Assertive	<input type="checkbox"/>	Organised	<input type="checkbox"/>	Polite	<input type="checkbox"/>
Responsible	<input type="checkbox"/>	Conscientious	<input type="checkbox"/>	Honest	<input type="checkbox"/>
Confident	<input type="checkbox"/>	Ambitious	<input type="checkbox"/>	Decisive	<input type="checkbox"/>
Creative	<input type="checkbox"/>	Reliable	<input type="checkbox"/>	Thoughtful	<input type="checkbox"/>
Adventurous	<input type="checkbox"/>	Caring	<input type="checkbox"/>	Flexible	<input type="checkbox"/>
Disciplined	<input type="checkbox"/>	Focused	<input type="checkbox"/>	Careful	<input type="checkbox"/>
Hardworking	<input type="checkbox"/>	Leader	<input type="checkbox"/>	Trustworthy	<input type="checkbox"/>
Methodical	<input type="checkbox"/>	Considerate	<input type="checkbox"/>	Teamworker	<input type="checkbox"/>
Determined	<input type="checkbox"/>	Friendly	<input type="checkbox"/>	Helpful	<input type="checkbox"/>
Efficient	<input type="checkbox"/>	Professional	<input type="checkbox"/>	Easy-going	<input type="checkbox"/>



### Activity 1 *continued*

You have ticked your positive qualities that you feel you already have in the table on the previous page.

Using some of the words in the table on the previous page, write one statement to describe your personality here:



When we talk about personal development, our strengths refer to the unique talents and abilities we each have. These abilities, our strengths, set us apart from others and are our best tools for achievements and satisfaction.

*Example:* Jennifer is much more satisfied at work now that she is able to include her special strength of 'team leading' into her work. She did this by volunteering for additional responsibilities that naturally arise from her assigned job. She was surprised to find that doing the additional work didn't feel like more work, but made her work day more satisfying.



## Activity 2

### Questions to help identify personal strengths:

- What personal strengths or positive qualities do you possess?
- What do you like or value about yourself, however small?
- What have you achieved in your life, however small?
- What challenges or problems have you overcome and how did you manage to do it?
- What gifts or talents do you have, however small you think they may be?
- What skills have you gained during the course of your life?
- What do other people like or value about you, how might someone else describe your best qualities?
- What positive qualities do you feel are really important and try to have yourself, regardless of whether you think you have achieved them?
- What aspects of yourself or your actions would you appreciate if they were qualities of another person?
- Once you've identified an initial list of your key strengths, begin to look for evidence of them and other positive qualities in your daily life.

Personal strength	What do you do that demonstrates this strength?



### Activity 3

Interview a partner:

**‘What sort of things do you find difficult?’**

*(For example, dealing with people; technical or practical tasks; maths; writing.)*

**‘What sort of things do you really *not* like doing?’**

**‘What is your worst characteristic?’**

**‘What is your best characteristic?’**

**‘What sort of things can you do very well?’**

**‘What things do you really love doing?’**

**‘Are you good with people? Give me some examples.’**

**‘Have you got any technical or practical skills?’**

**‘Are you creative?’**

**‘Are you a good organiser?’**

**‘How do you overcome problems?’**

**Make a note of anything else you think your partner may be good at which they have not mentioned.**



### Activity 3 *continued*

Now copy the list your partner has made into your workbook. This information may be useful later.

SAMPLE



## Activity 4

Keep a daily record over the length of a week of specific events that prove when you have demonstrated one of your strengths. Try to note at least four actions per day and then next to it write what particular strength this demonstrates. The first one has been done as an example:

Action	What strengths this shows
<i>Cleaned my bedroom</i>	<i>Patience, organisation, motivation</i>

The more you record specific positive events, the more you will find out about your positive qualities. This helps you to believe in your skills and abilities.



## Identify your strengths and weaknesses

You can most likely name a few of your strengths. On one hand this knowledge probably helps you make a lot of decisions. On the other hand, knowing your weaknesses is a little harder to come to terms with. Everyone has weaknesses. That's a fact. It's not something to be ashamed of.

You can't be great at everything. Defining what those weaknesses are can be tricky. Some people can quickly name a few, like public speaking or keeping to a budget. However, it's easy to get confused between what you don't like to do as opposed to where you are actually the weakest.

There are ways to turn your weaknesses into strengths. The whole purpose is to **identify** them and then try to **improve** them.

Identifying both your strengths and areas to improve can help give direction in life, can make you much more effective in setting and reaching goals and will help you to become more self aware.

Here are some examples of where some people can improve.

- I used to have trouble with putting off all the jobs I should do. Now I have learned to write down a list of things that I need to do, and keep a calendar to keep track of deadlines. I have found that this not only helps me to finish things on time, but it has also helped me to be more organised.
- I have to work on having more patience and giving myself a break because I always want everything done at once.
- I'm too focused on work and need to develop some after-hours hobbies.



## **Assessment Unit 02 K/502/0469**

### **Developing self**

**Please peel off the assessment and complete each question. Staple together with this header sheet at the front and return to your tutor.**

#### **ADVICE TO ALL CANDIDATES**

- Please complete your personal details and candidate statement below.
- Complete all questions in this assessment.
- Write your answers in the spaces provided. Add any additional work for any of the questions on plain paper and attach to this assessment.
- You do not need to return your completed activities in the unit – just this assessment.
- If you require any assistance or guidance please contact your tutor/assessor.

#### **PERSONAL DETAILS**

Name \_\_\_\_\_

Contact address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone no. (evening) \_\_\_\_\_ (day) \_\_\_\_\_

Email (home) \_\_\_\_\_ (work) \_\_\_\_\_

#### **CANDIDATE STATEMENT**

I certify that I have read Unit 02 and completed all sections in this assessment.

I confirm that this is my own work.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For office use only

Candidate ref: \_\_\_\_\_

Assessor: \_\_\_\_\_

IV: \_\_\_\_\_

Passed

Date \_\_\_\_\_

Re-submit

Date \_\_\_\_\_

Tutor feedback:

Written ☐

Telephone ☐

Personal tutorial ☐

SAMPLE

**Assessment Unit 02 K/502/0469: Developing self**

*(The reference in brackets at the end of each question refers to the learning outcome within the syllabus of this qualification and is for your assessor's use.)*

- 1. Briefly describe three personal strengths or abilities that you have identified.**  
(1.1)

a)

b)

c)

- 2. Write a sentence or two describing an area you have identified for self-development and briefly explain why the area you have identified is important.**  
(1.2 and 1.3)

Area to develop	Why you have chosen it

**3. Complete a plan for your identified area of self-development. (2.1)**

- a) Write down the area you would like to develop:
- b) Briefly explain why this area needs improving:

**4. List activities, targets and timelines for your self-development. (2.2)**

Write down your SMART target for this area.

**Specific** – what is my exact goal?

**Measurable** – how do I rate my successes?

**Achievable** – is my goal realistic? Have I got the time and resources?