

**PREMIUM 2018-2019**

Personal Development Plan

Dear PREMIUM student and coach,

This document outlines the PREMIUM Personal Development Plan. Note that it has been set up in a way that it complements the mighty PREMIUM checklist included in your handbooks. However, the order in which some of the sections are completed is simply a guideline to a certain extent. The document is built up this way, because it might be the case that you for example plan your first coaching meeting before you are able to attend the “Discover your Competences” workshop. In that case, you may go back later to complete the section after you have attended the workshop.

While the order of completing the PDP may vary, please note that the deadlines stated in the PREMIUM checklist are not to be considered guidelines, but definitive deadlines to meet.

Coach, while sections are split up under to be filled out before/after a session, this only applies to the sections the student has to fill out.

Furthermore, this document may be supplemented by your own input. Accordingly, on the last page, you will find an open section that you can work with as you choose.

Good luck and happy coaching!

The PREMIUM Central Management Team

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# First meeting with your competence coach

**Deadline for the first meeting: Friday February 22nd**

## Section 1: To be filled out before the first meeting with your competence coach

**Step 1: Schedule a first meeting**

Contact your competence coach to schedule your first meeting with him/her. Keep in mind you need to be able to fulfill all necessary PDP components before your first meeting. In your meetings the PDP will serve as the guideline for your sessions.

🡪 Schedule your first meeting before thedeadline (see Mighty PREMIUM Checklist). Email your PDP to your competence coach before your first meeting.

**Step 2: Introductions**

Introduce yourself by filling out the table below, before your first coach meeting. Provide short and concise answers. The introductory table simply serves as a guideline for introducing yourself to your coach during your first session. That being said, these are good things to consider before going into PREMIUM so we suggest you take a minute to think about your answers!

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Age: | Click or tap here to enter text. |
| Nationality: | Click or tap here to enter text. |
| Coach: | Click or tap here to enter text. |
| PREMIUM Team: | Click or tap here to enter text. |
| Study Programme: | Click or tap here to enter text. |
| Career Ambitions: | Click or tap here to enter text. |
| Why PREMIUM? | Click or tap here to enter text. |
| What are your expectations in regard to the coaching sessions? | Click or tap here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

**Step 3: Online tests**

Go to [www.edlab.nl](http://www.edlab.nl)/premium and go to the ‘current PREMIUM students’ page. There you will find links to the online test sthat are necessary to complete before your first coaching session.

Reflect on the results of your tests below.

|  |  |
| --- | --- |
| **Belbin Team Roles** | |
| Outcome: | Click or tap here to enter text. |
| Reflection before coaching session 1: | Click or tap here to enter text. |
| Reflection after coaching session 1: | Click or tap here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

|  |  |
| --- | --- |
| **Big Five Personality Test** | |
| Outcome: | Click or tap here to enter text. |
| Reflection before coaching session 1: | Click or tap here to enter text. |
| Reflection after coaching session 1: | Click or tap here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

|  |  |
| --- | --- |
| **DISC Personality Test** | |
| Outcome: | Click or tap here to enter text. |
| Reflection before coaching session 1: | Click or tap here to enter text. |
| Reflection after coaching session 1: | Click or tap here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

**Step 4: Development areas**

Before your first coaching session, write down minimum 2 areas of development you feel you would like to work on based on your experience in PREMIUM so far. Provide a concise explanation of why.

|  |  |
| --- | --- |
| Area 1: | Click or tap here to enter text. |
| Reason: | Click or tap here to enter text. |
| Area 2: | Click or tap here to enter text. |
| Reason: | Click or tap here to enter text. |
| Area 3: | Click or tap here to enter text. |
| Reason: | Click or tap here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

Section 2: To be filled out before either the first or second meeting with your competence coach  
  
*Note: If you are unable to complete the steps in section 2 prior to your first meeting with your coach, complete them later and discuss your reflections during the second meeting with your coach instead.*

**Step 1: Attend the mandatory workshop “Discover your Competences”**

Complete the mandatory homework prior to the workshop. You may find these homework assignments on the [www.edlab.nl/premium](http://www.edlab.nl/premium) website. Additionally, don’t forget to complete the mandatory workshop evaluation via the website.

|  |  |
| --- | --- |
| Date attended: | Click or tap to enter a date. |
| Reflection on workshop before discussing it with coach: | Click or tap here to enter text. |
| Reflection on workshop after discussing it with coach: | Click or tap here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

**Step 2: Team Charter**

Together with your team, complete the team charter before the deadline. Note that there is an individual and a group section to the charter. Reflect below on the process of designing the team charter and on the end result.   
🡪 Be sure to bring the completed team charter (both the individual and group section) with you to your coaching session.

|  |  |
| --- | --- |
| **Reflection on the process** | |
| Reflect on your considerations when writing the individual section of the team charter: | Click or tap here to enter text. |
| Reflect on your experience of the group process when writing the group section of the team charter: | Click or tap here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

**Step 3: The Teambuilding Assignment**

Reflect on:

|  |  |
| --- | --- |
| The group process: | Click or tap here to enter text. |
| Your individual performance: | Click or tap here to enter text. |
| General reflection: | Click or tap here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

## Section 3: To be filled out after the first meeting with your competence coach

|  |  |
| --- | --- |
| Reflection on first session: | Click here to enter text. |

**Competence(s) you will be working on in PREMIUM**

During your coaching sessions, you can work on one or multiple competences, using the SMART learning goals. Feel free to add more learning goals to the table below for each of the competences if needed.

**SMART goals are:**

**S** = Specific

**M** = Measurable

**A** = Attainable

**R** = Relevant, Rigorous, Realistic, and Results Focused

**T** = Timely and Trackable

|  |  |
| --- | --- |
| **Competence 1:** | Click here to enter text. |
| SMART Learning goal 1: | Click here to enter text. |
| SMART Learning goal 2: | Click here to enter text. |
| SMART Learning goal 3: | Click here to enter text. |
| Concrete steps to be taken: | Click here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

|  |  |
| --- | --- |
| **Competence 2:** | Click here to enter text. |
| SMART Learning goal 1: | Click here to enter text. |
| SMART Learning goal 2: | Click here to enter text. |
| SMART Learning goal 3: | Click here to enter text. |
| Concrete steps to be taken: | Click or tap here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

# Second meeting with your competence coach

**Deadline for the second meeting: Friday April 19th**

## Section 1: To be filled out before or after the second meeting with your coach

*Note: If you are unable to complete the steps in this section prior to your second meeting with your coach, complete them later and discuss your reflections during the third meeting with your coach instead.*

**Step 1: Team dynamics meeting**

Reflect on the team dynamics meeting you had with your team, coach, and possibly mentor.

|  |  |
| --- | --- |
| Reflection: | Click here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

**Step 2: The project**

Reflect on how the team is performing with regards to the project.

|  |  |
| --- | --- |
| Progress in the project: | Click here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

## Section 1: To be filled out before the second meeting with your coach

**Your progress on competences and learning goals**

**Reflect on your progress in competence 1:**

|  |  |
| --- | --- |
| Learning goal 1 | Click here to enter text. |
| Learning goal 2 | Click here to enter text. |
| Learning goal 3 | Click here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

**Reflect on your progress in competence 2:**

|  |  |
| --- | --- |
| Learning goal 1 | Click here to enter text. |
| Learning goal 2 | Click here to enter text. |
| Learning goal 3 | Click here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

## Section 2: To be filled out after the second meeting with your competence coach

|  |  |
| --- | --- |
| Reflection on second session: | Click here to enter text. |
| What I will be working on until the third coaching session and how: | Click here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

# Third meeting with your competence coach

**Deadline for the third meeting: Monday May 20th**

## Section 1: To be filled out before the third meeting with your competence coach

**Step 1: Your progress on competences and learning goals**

**Reflect on yours progress in competence 1:**

|  |  |
| --- | --- |
| Learning goal 1 | Click here to enter text. |
| Learning goal 2 | Click here to enter text. |
| Learning goal 3 | Click here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

**Reflect on your progress in competence 2:**

|  |  |
| --- | --- |
| Learning goal 1 | Click here to enter text. |
| Learning goal 2 | Click here to enter text. |
| Learning goal 3 | Click here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

**Step 2: The project**

Reflect on how the team is performing with regards to the project.

|  |  |
| --- | --- |
| Progress in the project: | Click here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

## Section 2: To be filled out after the third meeting with your competence coach

|  |  |
| --- | --- |
| Reflection on third session: | Click here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

**Step 3: What’s next?**

|  |  |
| --- | --- |
| What has PREMIUM taught you? | Click here to enter text. |
| How will you continue to work on your goals or applying the knowledge you have gained? | Click here to enter text. |
| Were your expectations met in regard to the coaching sessions? | Click here to enter text. |
| What are your ambitions after PREMIUM? | Click here to enter text. |
| **Coach Feedback:** Click here to enter text. | |

Please note that you may use your now completed PREMIUM Personal Development Plan for a Quick Career Service appointment with the SSC.

The career counsellors from UM Career Services can provide you with in-depth guidance on how to further develop the competences you discussed with your competence coach.

They can also offer career advice if you:

* want to find out which career options fit you best, and would like to discuss your options with a professional;
* know exactly what you want, but need support in reaching your goal, for instance with the application process;
* want to gain more insight into your career values, learning style, motivation and drives to help you find your own way on the labour market.

**You can make use of their services and facilities for up to 6 months after your graduation!**You can make an appointment for a free consultation with a career counsellor by phoning the Career Services call centre, on 043 388 5388. This programme element is voluntary but highly encouraged!



# Open section

Use this section as you please.

Click here to enter text.