PREMIUM 2020-2021

Personal Development Plan

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First meeting with your competence coach

# 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. |
| 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. These tests will help you reflect on certain aspects of your personality and provide you with a base for the discussion with your coach.

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: Wheel of Life

Wheel of Life is a useful self-assessment tool that provides a so-called “helicopter view” on various dimensions of your life by identifying potential areas for development and goal setting. By completing it, you’ll be able to visualize how satisfied you’re with different life aspects and see which of those might benefit from some improvement.

For your convenience, we provide you with some categories that you might want to include in your Wheel of Life but feel free to change them depending on your personal preferences or life areas that are important personally to you.

**How to use it?**

Every category is represented by a slice of the pie and has a scale from 1 (very bad) to 10 (very good).

By completing the wheel honestly and sincerely, you can find out which parts are going right and which parts may need more attention. The more extreme the number, the more improvement that category could use. You can start from any category, the order doesn’t matter. Color each score on the appropriate slice of your Life Wheel, assigning the score that reflects how you feel yourself now within this area. How does your wheel look like?

Before going to your first meeting with the coach, think of the following questions when reflecting on your wheel of life:

* Why did you assign these scores in each category?
* How would you like to change the scores in the upcoming weeks, months?
* What are the priority area(s) for you to improve and be more satisfied with?

These answers might give you some inspiration on the areas of development that you would work on together with your coach in the upcoming months.

## Step 5: 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 the first 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: 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 2: 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 or personal goals. In order to do so, you will be setting up the goals that are personally relevant for you and that would serve as milestones for acquiring the competency level you want. Using the 7-step process described below, your goals will be formulated clearly and let you achieve the necessary result more effectively. Feel free to add more learning goals to the table below for each of the competences if needed.

**Competence:…….**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Goal****(make it specific and measurable)** | **Why do you want to achieve this?** | **Obstacles might you face on your way** | **Skills and knowledge required to complete it** | **Who can help you?** | **Plan of action** | **Timeframe** |
| **Goal 1** |  |  |  |  |  |  |  |
| **Goal 2** |  |  |  |  |  |  |  |
| **Goal 3** |  |  |  |  |  |  |  |
| **Coach feedback:**Click here to enter text. |

**Competence:…….**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Goal****(make it specific and measurable)** | **Why do you want to achieve this?** | **Obstacles might you face on your way** | **Skills and knowledge required to complete it** | **Who can help you?** | **Plan of action** | **Timeframe** |
| **Goal 1** |  |  |  |  |  |  |  |
| **Goal 2** |  |  |  |  |  |  |  |
| **Goal 3** |  |  |  |  |  |  |  |
| **Coach feedback:**Click here to enter text. |

Second meeting with your competence coach

# 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 concerning the project.

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

# Section 2: 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:**

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

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

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

# Section 3: 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

##

# 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:**

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

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

|  |  |
| --- | --- |
| Goal 1 | Click here to enter text. |
| Goal 2 | Click here to enter text. |
| 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. |

|  |  |
| --- | --- |
| 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. |

# Open section

Use this section as you please.

Click here to enter text.