

THE SELF-MANAGED DEVELOPMENT POCKETBOOK

2nd Edition

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Drawings by Phil Hailstone

“Self-managed development is a vital skill for modern workers. This Pocketbook helps individuals take responsibility for their own growth and development, requiring them to be self-aware and honest about what they want in their lives and careers.”

Alex Davda, Client Director, Hult International Business School.

“Concise, practical and highly accessible. Especially relevant in today’s workplace, this book helps individuals at all levels take control of their own future.”

Hannah Priest, Solutions Director, Mind Gym.

“Short & punchy – packed with clear guidance on self-development. With this by your side, action is the next step.”

Mary Holmes, Director, Development Solutions.

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Defining self-managed development, you & your future, new & exciting challenges

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Why organisations are incorporating self-managed development as part of their HR strategy, a case study, obstacles, benefits, getting started

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A MODEL FOR SELF-MANAGED DEVELOPMENT

Self-managed development must be an integrated and interactive process, as our model shows

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EXTERNAL FACTORS OF SELF-MANAGED DEVELOPMENT

How the business's objectives and other external factors impact on your development, and the role other people (the 'learning network') will play

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SELF-ANALYSIS

Making effective decisions about your future hinges on raising self-awareness through SWOT, job analysis (so-called 'job tree'), skills audits, performance reviews, etc

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REFLECTION

Reflecting on your perceptions will reveal new choices and opportunities for the future; this chapter shows you what to ask yourself, what to ask others, how to structure and receive feedback, and how to visualise the future

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ACTION PLANNING

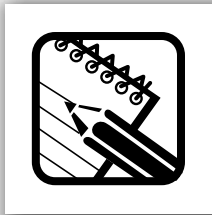
Setting objectives and measuring your commitment and motivation

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SUMMARY

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ACTION PLANNING

ACTION PLANNING

HOW AN ACTION PLAN HELPS



The real challenge to the self-developer is to make the transition from analysis and reflection to action.

A good self-development action plan will help you to focus on:

- What you want to achieve
- How you will achieve it
- Who could help you in the process
- Any barriers or constraints you might encounter
- When you want to achieve it

ACTION PLANNING

PLAN PITFALLS



Preparing an action plan may seem relatively easy. There are, however, certain pitfalls, which you should be aware of:

- Too many goals
- Goals that are too ambitious – remember this is about developing yourself, **not** impressing others
- Vague goals
- Unrealistic timescales
- Making it too hard – remember it's okay for learning to be fun!

ACTION PLANNING

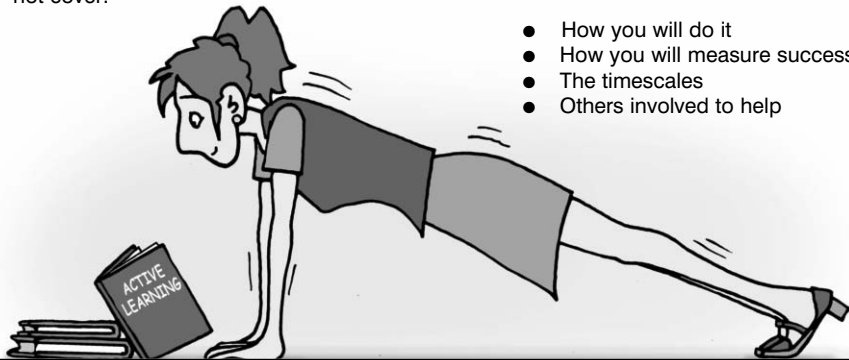
GETTING ACHIEVABLE GOALS



The most challenging part of any action plan is setting sufficiently challenging yet achievable goals.

For instance, it is not enough to say 'I want to get fit'. Why not? Because this does not cover:

- How you will do it
- How you will measure success
- The timescales
- Others involved to help



ACTION PLANNING

PLAN COMPONENTS



In order to give yourself the best possible chance to succeed, in whatever goal/s you choose, it is best to divide-up the overall goal into manageable chunks.

Each action plan should consist of:

- An overall goal
- A set of actions which are clear, measurable and outcome focused
- A timescale to help measure progress
- Details of others involved
- How you will measure success

ACTION PLANNING

YOUR LEARNING LOG



One approach you may like to take is to structure an action planning section in your learning log, along the following lines:

Overall goal

To get fit by taking part in regular exercise!

Action	Timescale
● Join a gym	● By end of week
● Book a fitness assessment	● By end of week
● Work out a personal exercise programme to suit my needs	● For a 6-week period
● Exercise at least 3 times a week	● 3 times a week
● Reassess fitness	● 6 weeks from start date
● Develop a new exercise routine	● After 6 weeks
● Build exercise into weekly plans	● As a routine

Others involved

- Fitness instructor
- Friends and family for support

Success measures

- Incremental improvements in fitness levels every 6 weeks
- Interest level maintained by varying exercise routine
- Regularly exercising (3 times per week)

ACTION PLANNING

TYPES OF GOALS



This relatively simple action planning technique can be applied to any type of goal:

- Personal
- Career
- Work

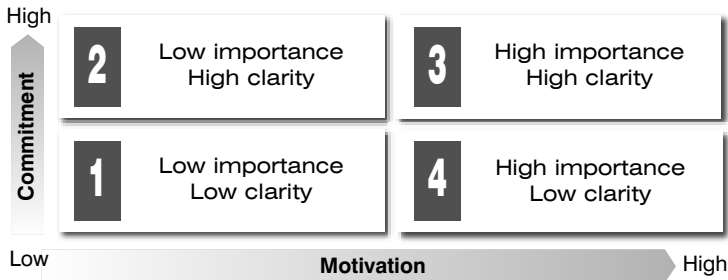
The important thing to remember about action planning and, in particular, about achieving your self-development goals, is that **you** must have goal clarity and the motivation to achieve the goal.

ACTION PLANNING

COMMITMENT & MOTIVATION



One way of measuring your personal commitment and motivation is to assess each goal you set yourself according to a) its importance to you and b) how clear you are about the steps you need to take. Use this matrix as a measuring tool:



ACTION PLANNING



ACTIVITY IDEA

A useful approach for successful action planning is to:

- Decide on your goals and write them down in your learning log (remember, not too many – give yourself a fighting chance of success!)
- Assess each goal using the matrix on the previous page
- Develop your detailed action plans using the suggested structure on page 102 or some other approach that suits you

ACTION PLANNING

FINAL WORD



***"Always bear in mind
that your own resolution to succeed is more
important than any other one thing."
Abraham Lincoln***

About the Author

Fiona Elsa Dent, MA., MSC., Chartered FCIPD, FHEA

Fiona is an independent management trainer, consultant, coach and author. She spent over 20 years on the faculty at Ashridge Business School and continues to work with them as a leadership coach and tutor on various programmes. She is predominantly interested in helping people to develop their personal skills to be the best they can be. Her particular specialisms are influencing, interpersonal and relationship skills.



Her books cover topics such as influencing, people management skills, self-managed development, women in business and coaching and mentoring. She has written two other Pocketbooks: '*Leadership*' and '*Working Relationships*'; her latest publications are '*The Leader's Guide to Coaching & Mentoring: How to Use Soft Skills to Get Hard Results*' (with Mike Brent 2015) and '*How to Thrive and Survive as a Working Woman: The Coach Yourself Toolkit*' (with Viki Holton 2016).

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