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Heames, Ruth (2010) Voices beyond the moment: occupational therapy students' attitudes to and experiences of personal profiling in the context of early professional development. PhD thesis, University of Nottingham.

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# Personal and Professional Development

## *PERSONAL PROFILE SELF AND WORKING WITH OTHERS (Year 1)*

**Name:**

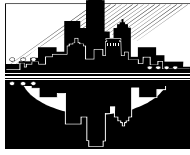
*This profile was completed on .....(Date)*

*and is a record of personal and professional development for the  
period .....to .....*

### **GUIDANCE NOTES FOR COMPLETION:**

It is your responsibility to complete the profile, as a means of personal appraisal, prior to meeting your Professional Development Tutor. The profile will be the basis of the discussion.

Each section of the profile is to be completed. To assist you in the process of reflection trigger questions have been set overleaf to accompany each section.



## GUIDELINES FOR REFLECTION

Please ask yourself the following questions as you reflect upon your progress during this session and then use the opposite page to document your reflections.

- **Self confidence and participation in activities**  
How do you feel you present yourself, to your colleagues, to tutors?  
Are you able to be confident and assertive?  
How do you feel about your verbal skills and non-verbal behaviour and your ability to communicate?  
Do you use your initiative?  
How do you present yourself in the student therapist role?  
To what degree do you take an active role in;
  - i) the module?
  - ii) the course?
  
- **Self-management (including time management)**  
Are you able to identify your needs?  
How do you set your priorities for yourself and your work?  
Are you able to recognise when you begin to become stressed?  
How do you manage stress/stressors in your life?
  
- **Working with others**  
Do you feel you are able to relate to your colleagues, to tutors?  
Are you able to listen, to share ideas with others?  
Are you able to participate in group situations?  
What roles do you take on or assigned in the group?  
Do you give constructive feedback to others?  
Are you able to receive feedback and listen to others opinions?
  
- **Teaching and facilitating others**  
How do you present yourself in the teaching and or facilitator role?  
How do you encourage group participation?  
Do you acknowledge the contribution of individuals?  
What strategies/techniques do you use to manage difficulties which arise in the group?  
Do you set appropriate aims and objectives for the sessions?  
Do you evaluate the activities and your performance? How do you do this?
  
- **Problem-solving and implementing change**  
How do you analyse and evaluate difficulties?  
What strategies do you employ to resolve problems/issues?  
Are you able to be reflective?  
In experiential learning how do you integrate theory in preparation for professional practice?

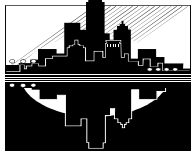
- **Self confidence and participation in activities**
- **Self-management (including time management)**
- **Working with others**
- **Teaching and facilitating others**
- **Problem-solving and implementing change**

***My strengths are .....***

***I need to develop in the following areas .....***

***My self-development strategies for the coming session are .....***

*Please detail your personal goals for the next session in the space below and prioritise them, as necessary. Indicate the direction of your self development and the strategies and then the practical activities you need to implement to achieve the goals.*



**Further reflection** – a continuation sheet .....

