|  |  |
| --- | --- |
| **Minor Award Name** | Personal and Professional Development |
| **Minor Award Code** | 5N2985 |
| **Level** | 5 |

**Suggested resources to support delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Personal DevelopmentSelf-AwarenessCareer PlanningGoal Setting | Website | Covers a broad range of topics; Interests, personality, skills, values, self-reflection, exploring career planning, education and training and goal setting theory. Range of printable resources, self-assessments, online goal setting workshop and online career interests game. | Minnesota State Colleges and Universities | <http://www.gpslifeplan.org/career/index.php?link=creating-plans-goals> |
| Self-AwarenessSkills Audit | Template | Traffic light skills audit template and quick guide for improving skills | Brunel University London | <http://www.brunel.ac.uk/__data/assets/pdf_file/0003/89508/ASK-Skills-Audit.pdf> |
| Self-AwarenessSkills Audit | Template | Comprehensive skills audit template | The University of Sheffield | <http://search.shef.ac.uk/search?q=self-assessed-skills-audit.doc&sort=date%3AD%3AL%3Ad1&output=xml_no_dtd&ie=UTF-8&oe=UTF-8&client=default_frontend&proxystylesheet=default_frontend&site=default_collection> |
| Career Planning | Website | Online tool to explore career/job matches linked to skills, interests and motivation assessments. (Registration required) | Graduate Prospects Ltd. | <http://www.prospects.ac.uk/myprospects_planner_login.htm> |
| Career PlanningGoal Setting | Template | Downloadable template; setting career goals. | Education World | <http://www.educationworld.com/tools_templates/temp_careerGoal.doc> |
| Personal Development Goal Setting | Free App | Free app which supports setting goals and personal improvement tracking.  | Lift Worldwide  | <https://www.coach.me/> |
| Personal Development Goal Setting | ArticleActivity Idea | Creating Your Perfect Career: The Vision Board | Author: Megan Patiry Huffington Post | <http://www.huffingtonpost.com/uloop/creating-your-perfect-car_b_4603057.html> |
| Self-AwarenessLearning Style | Online Self- Assessment | VARK Learning Style Self-Assessment | VARK Learn Ltd.  | <http://vark-learn.com/the-vark-questionnaire/> |
| Self-AwarenessMultiple Intelligence | Online Self- Assessment | Multiple Intelligences Self-Assessment | Edutopia, materials were adopted from a questionnaire created by Branton Shearer of M.I. Research and Consulting | <http://www.edutopia.org/multiple-intelligences-assessment> |
| Self-Awareness Strategies for Learning | Document | Study skills: Managing your learning. Topics covered include; motivation, goal setting, learning personalities and learning strategies. | Access Office, NUI Galway | <http://www.nuigalway.ie/student_services/documents/study_skills.pdf> |
| Personal DevelopmentDecision Making Career Goals | Graphic Organiser Templates | Career investigation, decision making matrix and goal achievement planning maps. Also, free downloadable and customisable templates. | Author: Chad Manis, DailyTeachingTools.com. | <http://www.dailyteachingtools.com/free-graphic-organizers-studyizer2.html#8> |
| Personal DevelopmentDecision Making Problem Solving | Website | Online toolkit for personal development and developing career skills. Detailed theory of strategies and methodologies of decision making, problem solving and overall personal development.  | Mind Tools  | <https://www.mindtools.com/> |
| Personal DevelopmentDecision MakingProblem Solving | Website | Provides theory and informative guides on a broad range of personal development topics, including; personal development, communication, listening, negotiation, CV writing, personal skills, decision making and problem solving. | Skills You Need is a small team of avid lifelong learners. Matthew, CEO, Melissa, Head Writer, Jane and Paul.  | <http://www.skillsyouneed.com/> |
| Career Planning | Website | Comprehensive database of further and higher education and training courses in Ireland. A platform for students to research and gather information to make informed choices about their education, training and career paths. The website includes; Interest Assessments, Course Finder and details of National Framework of Qualifications | Qualifax is Ireland’s National Learners’ Database and a service of QQI.  | <http://www.qualifax.ie/> |
| Career Planning | Website | Comprehensive information on further and higher education and career options. Facility for students to create personal career file\*, online personality profiler and downloadable paper based assessments, including; Career Skills Self- Assessment, Career Interests and Values.(\*Student registration required for this tool) | Careers Portal is Ireland’s National Career Guidance resource. | <http://www.careerportal.ie/> |
| Personal & Professional DevelopmentSuccess | Blog Article | 9 Success Factors for Personal Growth: Moving Forward to Achieve Your Best Life | Brian Tracy International | <http://www.briantracy.com/blog/personal-success/9-success-factors-moving-forward-to-achieve-your-best-life/> |
| Personal & Professional DevelopmentSuccess | TED Talk | Why You Will Fail to Have a Great Career.  | Larry Smith, Professor of Economics, University of Waterloo. TED Conferences, LLC | <https://www.ted.com/talks/larry_smith_why_you_will_fail_to_have_a_great_career?language=en> |
| Personal Development Success | TED Talk | A Kinder, Gentler, Philosophy of Success. | [Alain de Botton](https://www.ted.com/speakers/alain_de_botton) TED Conferences, LLC | <https://www.ted.com/talks/alain_de_botton_a_kinder_gentler_philosophy_of_success> |
| Personal DevelopmentSuccess | Blog Article | The Most Important Personal Development Lesson I Ever Learned | Chelsea Dillon, Emergenetics International | <https://www.emergenetics.com/blog/personal-development-lesson/> |
| Career Planning / NFQ | Online Interactive Activity | The National Framework of Qualifications (NFQ)  | Quality and Qualifications Ireland (QQI) | <http://www.nfq-qqi.com/index.html> |
| Career Planning / EQF | Online Interactive Activity | The European Qualifications Framework (EQF) | QQI | <http://www.nfq-qqi.com/qualifications-frameworks.html> |
| Professional DevelopmentCareer Preparation | Two Documents, inc. Lesson Plans, Sample Project Ideas,Record of Progress Template | Resource useful for reference. Covers a range of personal and professional development topics; employability skills, preparing a CV, dealing with interviews. Also, lesson plans, templates and activities to support topics, may need to be intensified/updated to suit level.  | Education Scotland | <http://www.educationscotland.gov.uk/resources/nq/p/nqresource_tcm4499052.asp> |
| Professional DevelopmentCareer Preparation | Website | Broad range of career preparation resources. Downloadable CV templates, job specific keywords for CVs, Cover Letters, Job Descriptions and preparing for interview strategies.  | Irishjobs.ie | <http://www.irishjobs.ie/careeradvice/> |
| Professional DevelopmentCareer Preparation | Website | 10 tips towards a professional CV and a range of CV templates | Recruit Ireland | <https://www.recruitireland.com/careercentre/cv/cv-templates-209.html> |
| Career Preparation | Activity | Tutorials and online resources to record and edit a video CV. | videocvon | <https://www.videocvon.com/tutorials.php> |
| Professional DevelopmentCareer Preparation | Document | Useful tools, factsheets, forms and activities for job shadowing and workplace tours. Workplace problem based learning activities. (This is a large document, for the most part not relevant, however, job shadowing & activities very useful) | Business Education Coalition, Kansas City, Kansas Public Schools | <http://www.newwaystowork.org/mastertools/guidebooks%20and%20toolkits/kcktoolkit/Print_Toolkit.PDF> |
| Career Preparation | Form | Job Application Form | Amnesty International | <https://www.amnesty.ie/sites/default/files/howyoucanhelp/2010/04/ApplicationForm-AmnestyInternational%202011.pdf> |
| Career Preparation | Form | Job Application Form | Monaghan Mushrooms | <http://www.monaghan-mushrooms.com/wp-content/uploads/2014/06/Monaghan-Group-of-Companies-Application-Form-2013.docx> |
| Career Preparation | Worksheet | Personal Statement | UCAS | <https://www.ucas.com/sites/default/files/ucas-personal-statement-worksheet.pdf> |
| Professional DevelopmentSkills & Research | Website | Information on the use of public libraries. | Citizens Information Board | <http://www.citizensinformation.ie/en/travel_and_recreation/recreational_activities_in_ireland/sport_and_leisure/public_library_services.html> |
| Professional Development | Lesson Plan | Team Meetings | BBC & British Council www.teachingenglish.org.uk | <https://www.teachingenglish.org.uk/sites/teacheng/files/Meetings%203_Managing%20a%20meeting_worksheets.pdf> |
| Skills for Success: Personal Development and Employability3rd Edition | Book | This book is broken down into four sections; Section 1 Self-Management covers self-awareness and personal development planning. Section 2 Managing People and Tasks covers people skills and problem solving. Section 3 Extend your Thinking covers reflection. Section 4 Employability; Enhancing Career Prospects covers skills, career planning, interview preparation and personal record keeping. Easy read format. | Author: Dr Stella CottrellPublisher: Palgrave Macmillan | <http://www.palgrave.com/page/detail/skills-for-success-stella-cottrell/?sf1=barcode&st1=9781137426529> |
| Personal and Professional Development | Website | Topics covered include; personal development, making the right choices, personal qualities, personal records, applying for jobs, structured reflection and planning your future. With user friendly downloadable personal record templates. Also, guide to CVs, Cover Letters and Competence Based Job Applications.  | Palgrave Study Skills | <http://www.palgrave.com/studentstudyskills/page/career-planning/> |
| Personal and Professional Development | Website | Comprehensive guide to personal development theories, career planning writing templates and examples, personal development activities, preparation for interview and self-assessments.  | Author: Alan Chapman,Businessballs | <http://businessballs.com/> |

 **Useful Organisations:**

|  |  |
| --- | --- |
| **Name** | **Contact Information** |
| National Council for Curriculum and Assessment (NCCA) | [www.ncca.ie](http://www.ncca.ie)  |
| Quality and Qualifications Ireland (QQI) | <http://www.qqi.ie/>  |
| Further Education Support Service (FESS) | [www.fess.ie](http://www.fess.ie)  |

|  |
| --- |
| **MOOCs (Massive Online Open Courses)** |
| Free access to online coursesSearch regularly for new courses and new start dates | https://www.mooc-list.com/ |
| Open University Free Online Courses | <http://www.open.edu/openlearn/> |
| The importance of interpersonal skills | <http://www.open.edu/openlearn/money-management/management/leadership-and-management/the-importance-interpersonal-skills/content-section-0> |