



Personal and Professional Development Lesson Plan

SUITABLE FOR Students and apprentices from Level 2 – 4

Skills: problem solving, time management, self-reflection, planning, organisation, lean principles, confidence, independence

Duration: 30 – 120 minutes

Introduction

Our Competition based training programme is unique in how it will help learners develop their personal, professional and technical skills, enhancing their capacity in attributes highly valued by employers such as teamwork, problem solving, time management, judgment and working under pressure. The real-life scenarios and activities provide a mix of methodologies and resources for all educators to embed with their learners. These modules include downloadable activity packs and a Professional Action Plan for learners to complete while interacting with the modules.

Designed for students and apprentices working towards all technical and vocational specialisms from Level 2 - 4.

Learning outcomes

- learners will learn about the Psychological Characteristics of Developing Excellence (PCDEs): self-regulation, focus and distraction control, imagery, and realistic performance evaluation
- learners will understand how to prepare for performance in challenging situations and how to stay physically and mentally healthy during competitions
- learners will assess their current strengths and weaknesses and develop a Professional Action Plan
- learners will explore employability skills focusing on PCDEs such as commitment, goal setting, seeking and using social support and quality practice.

[More information](#)

Length of programme

There are 2 interactive Personal and Professional Development modules which take an estimated 30 mins each to complete.

If delivering to a group, we anticipate a further 1.5 hours.

Digital Credential

If a learner completes the programme of both modules, they will receive a digital credential.

Resources needed

1. <https://www.worldskillsuk.org/skills/personal-and-professional-development/>
2. [Skills development Hub](#) to access Personal and Professional Development modules (you and your learners must be registered)
3. Within both Personal and Professional Development modules there are activities, videos, animations, and downloadable resources to support learners and can be used by educators too
4. [Developing Competition Performance - activity pack](#)
5. [Employability Skills Development - activity pack](#)
6. Flip chart paper, post it notes and pens.

Accessing the free learning materials

You and / or your learners must be registered to access the learning. There are two ways of registering yourself and your learners.

1. Register individually [here](#).
2. Register your learners in bulk by completing [this excel template](#) and sending it to skillsdevelopmenthub@worldskillsuk.org using [WeTransfer](#).



Guidance for delivery

Educators will find Personal and Professional Development modules offer the flexibility to be delivered in short blocks or as week long programme of development, alternatively completing the programme independently will add more value to your learner's development.

Suitable for students and apprentices working towards all technical and vocational specialisms available, and most valuable in a learner's preparation and demonstration of skills for assessment, pressure test, skills competition, or job interview.

The lesson plan is based on delivering to a small or large group and can be easily tailored to suit your planned delivery, and is suitable for:

- ✓ Large groups
- ✓ Small groups
- ✓ Tutorials
- ✓ Independent learning

| PCDES LESSONS | TIMINGS* | KEY LEARNING AND DISCUSSION POINTS |
|----------------------------------|------------------|---|
| Introduction | 10 minutes | Present the topic of the module by selecting a key question to get the learners engaged in discussion, e.g. "How can your motivation affect your potential to win competitions? or "What soft skills will increase your possibilities of getting hired?" |
| Group exercise | 15 minutes | Learners discuss the question in pairs or small groups for a few minutes and feedback to the whole class. Teacher monitors and take notes on board and wraps up stage by introducing the introduction module to the learners. Learners access the learning resources on their laptops through the Skills Development Hub . |
| Individual exercise and feedback | 30 - 90 minutes | Learners go through either the Developing Competition Performance or Employability Skills Development module individually and take notes on the reflective questions in the activity handbook included in the modules. If learners do not have access to laptop or mobile devices, please print the activity packs and give them to them. Developing Competition Performance - activity pack Employability Skills Development - activity pack There are three options for running this section: <ul style="list-style-type: none"> a. allow learners to go through one lesson of the module at a time, doing a whole class feedback stage after each section. E.g. Lesson 1 - self-regulation within the Developing Competition Performance module. This option would suit learners who are new to these skills and would benefit from a more teacher-led session. b. give learners a longer chunk of time to go through the entire module before doing a whole class feedback. This option would suit more independent learners who are familiar to these soft-skills and can reflect on their experiences more autonomously. c. Learners to share their answers in pairs or small groups. |
| Mind map exercise and discussion | 15 minutes | Teacher leads whole class discussion using a board / interactive white board to create mind maps on the new concepts, skills and behaviors in the module, encouraging learners to add their own ideas to the mind map. These activities promote embedded learning, as students are provided with opportunities for self-reflection and get a deeper understanding of contexts and situations. |
| Evaluation and Reflection | Up to 60 minutes | Discuss the key learning points as part of either their one to one or group activity <ul style="list-style-type: none"> • discuss areas for further development • explore what they will do differently. |
| Complete the evaluation form | 5 minutes | As part of continual process to ensure our resources and materials meet needs of educators and learners – please complete a short evaluation form:   educators evaluation form learners evaluation form |

*Timings are indicative and may take longer in group settings

If you enjoyed this, please access more learning for your students and apprentices using the QR code.

If you have any questions or require support, please contact skillsdevelopmenthub@worldskillsuk.org or call 0800 612 0742.

