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**Taking Charge**

**of your**

**Development**

Professional Development Planning

Workbook

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Contents

[Activity 1: Defining your Aspirations 3](#_Toc144926446)

[Activity 2: Self Assessment and Goal Setting 5](#_Toc144926447)

[Activity 3: Action Planning 7](#_Toc144926448)

[Notes 9](#_Toc144926449)

Activity 1: Defining your Aspirations

Take 10 minutes to complete this individual task. The purpose of this exercise is to help you to define your vision for your future by taking you through a day-in-the-life with your ideal job. Cast your mind forward several years, imagine you have successfully secured your ideal job. Now answer the following questions:

You wake up in the morning, what gets you out of bed to go and do your ideal job?

Next you go to work, where are you working?

Now you start work, what are you doing?

*Exercise continues on next page.*

Who are you working with? What do they say about you in this job?

You finish work and spend some time with your family or close friends. What do they say about you in this job?

Finally, you prepare to wind down and rest. How does it feel to have achieved your ideal job?

Activity 2: Self Assessment and Goal Setting

The following self-assessment exercise is based on the ‘Getting started in research’ lens of the Vitae Researcher Development Framework (RDF) which describes the knowledge, behaviour and attributes of successful researchers at an early stage in their career.

Take a few minutes to rate your confidence against each statement (1: not confident at all, 2: not very confident, 3: somewhat confident, 4: very confident). If you are finding it difficult to determine your confidence levels, it can be helpful to think about how much experience you have and/or how comfortable you feel in relation to each statement.

|  |  |  |
| --- | --- | --- |
| **RDF Domain** | **Statement** | **Confidence rating** |
| **Domain A**  **Knowledge and Intellectual**  **Abilities** | I am knowledgeable about my area of research, the advances within it and its relationships with other research areas |  |
| I am knowledgeable about sources of information, bibliographic software and other information technologies |  |
| I conduct effective and comprehensive information searches |  |
| I record, manage and handle information/data using appropriate bibliographic software and information technologies |  |
| I think originally, independently and critically, developing theoretical concepts |  |
| I recognise and validate problems, formulating and applying solutions to a range of research problems |  |
| I take a creative, imaginative and inquiring approach to research |  |
| I am open to new sources of ideas |  |
| **Domain B**  **Personal**  **Effectiveness** | I approach research with enthusiasm, passion and confidence |  |
| I am self-reflective; I seek ways to improve performance and strive for research excellence |  |
| I plan, prioritise and conduct research in a proactive way |  |
| I deliver research projects and results on time and effectively |  |
| I take ownership of and manage my professional development |  |
| I actively network for professional and career purposes and seek to enhance research reputation and esteem |  |
| **Domain C**  **Research Governance and Organisation** | I am knowledgeable about project management tools and techniques |  |
| I am knowledgeable about the health and safety issues, confidentiality and ethical requirements of my research |  |
| I am aware of relevant research funding opportunities and I effectively manage the financial resources that support my research |  |
| **Domain D**  **Engagement,**  **Influence**  **and**  **Impact** | I recognise the importance of accountability of research with regard to social and economic impacts, internationalisation and global citizenship |  |
| I am knowledgeable about appropriate communication and dissemination mechanisms for different audiences |  |
| I communicate effectively in both written and oral modes with a range of audiences formally and informally through a variety of techniques and media |  |
| I respect individual difference and diversity |  |
| I respect the inclusive and collegial manner in which researchers conduct relationships within and beyond academia |  |
| I build relationships in academic and commercial contexts; I am approachable and I interact constructively with others; I manage expectations and resolve conflict |  |
| I recognise and acknowledge the contributions of others and my own part in team success |  |
| I actively work in an inclusive, respectful and constructive way with colleagues, stakeholders and research users |  |

Once you have completed the self-assessment, identify **one** low-scoring statement (confidence rating 1 or 2) that you will have the opportunity to develop over the next year.

If you have more than one low-scoring statements, think about what opportunities you will have to develop over the next year, for example, will you be undertaking fieldwork? Attending a conference? Submitting a journal article? Teaching? Or writing up your thesis?

Now take some time to discuss the following with the person sitting next to you, making notes as you go.

What statement do you want to focus on over the next year?

Where are you now with this statement? What experience or skills do you have in this area so far?

Where do you want to be in the near future? What experience or skills would you like to have in this area one year from now?

Have a go at articulating your ambition as an EXACT goal, A screenshot of a computer

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Activity 3: Action Planning

The purpose of this exercise is to plan how you will achieve your goal by identifying the resources you will use and the steps that you will take over the next year. Begin by taking some time to answer the questions below.

What is your EXACT development goal for the next year?

Browse the list of RDF-mapped PGR Development resources in the brochure to **identify activities and resources**

that can help you to achieve your goal and make a note of these.

What **other opportunities** will you have over the next year that can help you to achieve your goal?

**What might get in the way** of you achieving your goal and how could this be avoided?

**Who could help you** to achieve your goal and how?

*Exercise continues on next page.*

Finally, take some time to discuss what steps you will take towards achieving your goal with the person sitting next to you. Note your answers to the questions below.

What action will you take in the **next week** towards achieving your goal?

What action will you take in the **next three months** towards achieving your goal?

What action will you take in the **next six months** towards achieving your goal?

What action will you take in the **next year** towards achieving your goal?

Congratulations! You have now completed your professional development plan.

Make sure to check out the new ‘Designing your Development’ module on the PGR Development Canvas site for even more guidance and tips on planning your development and achieving your goals.

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Description automatically generatedDon’t forget to book onto any PGR Development Programme sessions that you have identified as part of your planning.

Both the Canvas site and the programme booking details can be accessed at the PGR Development Hub by using the URL below or by scanning the QR code here →

[www.liverpool.ac.uk/researcher/pgr-development/](http://www.liverpool.ac.uk/researcher/pgr-development/)

Notes

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