

Personal and Professional Development Plan

14 pages | 3292 words

Executive SummaryI am Saung Thet Zune Soe. I am attending MBA at Myanmar Imperial College and performing as a general manager at La Yeik Wah General Co.ltd. In my MBA program, I have studied personal and professional development subject and that subject gives me abundant of knowledge about how to align and develop myself with my personal and professional objectives. So after accomplishing that subject, I have decided to conduct my personal and professional development plan. **Company Profile**La Yeik Wah General Co.ltd was founded in 2004 by the founder U Win Nay Soe and Daw Cheery. It was started with small family business like agriculture and landscaping. It has its agriculture branches in Taunggyi. Then it was developed into mining company in 2010.

It has some gold mine in Shwe Kyin and other mineral mines like gypsum in Mout Mai, Shan state and Granite mine in Tha Tone, Kayin State. In 2012, it exported minerals like gypsum and granite to the Korea. In 2013, it co-operated with Hanbaek International Trade Company from Korea and started doing export, import and entertainment. It exports; sweet potato starch and other agriculture raw products to Korea and import back healthy juice and herbal medicine, cosmetic, cigarette and juywi cookie from Korea. It is now develop into a large company form the small business company. There are various department under La Yeik Wah, they are

Marketing Department Operation Department Finance and accounting Department Human resource Department Research and Development Vision Our vision is to become one of the successful business operations in the country.

Mission Our mission is to provide the best service and product to the customers with reasonable price.

Objectives To get 10% profit within a year. To be the very successful entertainment company in the end of 2014. To penetrate the local market in a year with entertainment sector. As a general manager and a key member of the company management level, I am responsible for managing the whole organization's operation and direction. I need to make sure that company goals are met in a timely manner with effectively and efficiently managing personnel and resources. Together with role of General Manager, my duties include managing overall operation of various departments with direct dealing with the department head, motivating and coaching team leader with frequent one-on-one focused discussion, reviewing financial statement and reports to measure productivity and margins and profits of the business with determining areas of cost reduction and cost improvement. Underneath is the job description of general manager of La Yeik Wah General Co.ltd. **Job Description of General Manager**
Job Title: General Manager
Report to: Managing Director

Location: Yangon

Job Purpose: Obtains profit contribution by managing staffs; establishing and accomplishing business objectives Min roles and responsibilities Increases management effectiveness by recruiting, selecting, orienting, training, coaching, counseling and disciplining managers; communicating values, strategies and objectives; assigning accountabilities, planning, monitoring and appraising job results; developing incentives; developing a climate for offering information or opinions; providing educational opportunities. Board of directors, including arranging meetings and agendas, attending and minting meetings. Provide recommendation regarding...

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Sinclair, Christine



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Essay Writing MunLing Shields,2010-02-16 Essay Writing is a student guide with a mission to enable students to write better essays and get the grades they deserve by demystifying the essay writing process MunLing Shields places essay writing within the larger university experience for students In a clear and easy to understand way the author guides the reader through the process of writing successful university essays by looking at essay writing in the context of academic communication academic culture and different learning styles and approaches This book Helps students study more independently and learn more meaningfully to write better essays Offers invaluable insights into the way tutors see essays Explains why essays are set and how to understand the rationale behind them Demonstrates how best to approach answering the question This highly accessible book offers practical in depth guidance on each of the stages of the essay writing process planning drafting and editing and relates them to the important sub skills of information gathering reading academic texts how to get the most out of lectures referencing and citations and fluency and appropriateness of style and language An excellent guide for students new to writing essays at university David Ellicott Senior Lecturer in Youth Justice and Youth Studies Nottingham Trent University SAGE Study Skills are essential study guides for students of all levels From how to write great essays and succeeding at university to writing your undergraduate dissertation and doing postgraduate research SAGE Study Skills help you get the best from your time at university Visit the SAGE Study Skills hub for tips quizzes and videos on study success

Leadership Awareness and Development Program Russell L. Kaiser,2018-08-31 Organizations must develop operate and sustain a basic leadership curriculum if they want to develop future leaders Russell L Kaiser chief of the Freshwater Marine Regulatory Branch of the Environmental Protection Agency wrote this instructional guide to help you continually evaluate and strengthen your program and people The guide will help you build a stronger strategic vision and purpose create a coaching mentoring culture build a network of exceptional leaders boost the number of promotable employees and boost morale and productivity By the end of the program each participant will have a self development plan with accountability measures that will allow for each individual to further build upon his her professional competencies In addition individuals will understand how their leadership styles complement their organizations values culture mission and vision Filled with assessments critical thinking exercises program evaluations and a variety of tools to promote learning this is a must have resource that will have a profound effect on individuals company culture and operational performance

Personal Development All-in-One Rhena Branch,2012-03-05 Personal Development All in One For Dummies is a complete guide to a range of techniques you can use to master your thoughts and achieve your goals Discover the basic principles of each approach and receive sensible practical and effective expert advice on how each one can help you challenge negative beliefs and change your attitudes Whether you wish to conquer an anxiety communicate better with others or simply think more positively here you will find proven and popular methods that you can use to make

major changes improving your personal power and creating the life you want Techniques covered Cognitive Behavioural Therapy Neuro linguistic Programming Life Coaching Building Self confidence **Enhancing Teaching Practice in Higher Education** Helen Pokorny, Digby Warren, 2021-05-05 This book integrates a wide body of theory and pedagogical research to enrich and empower teaching in universities with a focus on transformational practice and education for social justice In this fully updated second edition you will be provided with ideas and practical strategies drawn from literature and real life experience across a range of academic disciplines This second edition includes Two new chapters on inspiring learning through technologies and holistic and creative pedagogies Approaches to decolonising the curriculum and working with student diversity and partnership Innovations in learning environments including responses to the pandemic university writing and developing learning through and for work A new feature case studies in every chapter to illustrate theoretical ideas across disciplines **The Student Wellbeing Toolkit** Camila Devis-Rozental, 2023-06-02 The Student Wellbeing Toolkit puts wellbeing at the centre of your journey into university and beyond By encouraging self efficacy and a focus on the things you can control it provides clear guidance to enhance wellbeing and opportunities for self reflection that help develop self awareness and prosocial skills for life Offering an accessible toolkit of strategies activities and tips this fantastic accessible resource considers wellbeing within six main areas Physical wellbeing Socio emotional wellbeing Intellectual wellbeing Environmental wellbeing Occupational wellbeing Financial wellbeing Drawing on research evidenced theories around positive psychology theories of learning motivation and self development the book explores what how and why these areas are key to our wellbeing and the rationale for taking them into account to enable you to flourish and thrive at university

Grow Leaders With a Virtual Development Program Lindsay Fletcher and Gerhard Redelinghuys, 2014-10-17 Today s leaders whether seasoned executives or first time managers need to be effective at guiding dispersed teams That entails a new set of leadership capabilities for the virtual work environment and is where a carefully crafted virtual leadership program built to match your company s structure industry and needs can help In this issue of TD at Work Lindsay Fletcher and Gerhard Redelinghuys guide you in how to identify whether a virtual leadership development program is right for your organization and how to design a customized program for business impact Further they explain how to Design and curate program content to bring it to life with the right modalities Market and launch the program Track and evaluate success Tools Resources included in this issue are a results focused program design template and a course catalog template *Essential Study Skills* Tom Burns, Sandra Sinfield, 2012-03-07 Lecturers why waste time waiting for the post to arrive Request your e inspection copy today Brilliant little book It s easy to follow and understand full of practical hints and tips helps to remove some of the pressures of uni life Amazon review Really useful sections on reading and taking notes the bread and butter of student life Amazon review Do you want to do better at university Whether you re a student wanting to improve their study skills or a lecturer who wants to give their students a helping hand with their work this book is for you Packed with study tips

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Study Skills for Psychology Richard Freeman, Antony Stone, 2006-05-18 For anyone starting a degree this is a useful concise guide to what s in store throughout the first year and beyond The Psychologist Study Skills for Psychology has been shaped around a typical Psychology student s journey Beginning with an overview of the nature of the degree and advice about what needs to be sorted out in the first few weeks of the course this book tackles how to get the most from your lectures exam preparation and project development right through to contemplating and investigating future career options This highly accessible guide is designed to help you meet the challenges and reap the rewards of your degree by introducing a range of study skills and providing you with ways to practice those skills This book should accompany you throughout your degree course as a resource that you can use whenever you need help Key features of Study Skills for Psychology include Learning outcomes at the beginning of each chapter to highlight key areas Text boxes throughout to reaffirm understanding Numerous examples and illustrations Exercises and learning aids to enable practice of important skills A structure based around the PDP Personal Development Planning model providing a framework through which you can understand what and how you learn enabling you to plan review and take responsibility for your own learning performance and achievements An essential companion for any student Study Skills for Psychology will give you the skills to enjoy your time studying for and succeeding in your Psychology degree SAGE Study Skills are essential study guides for students of all levels From how to write great essays and succeeding at university to writing your undergraduate dissertation and doing postgraduate research SAGE Study Skills help you get the best from your time at university Visit the SAGE Study Skills hub for tips resources and videos on study success

Working One-to-One with Students Gina Wisker, Kate Exley, Maria Antoniou, Pauline Ridley, 2013-04-11 Working One to One with Students is written for Higher Education academics adjuncts teaching assistants and research students who are looking for guidance inside and outside the classroom This book is a jargon free practical guide to improving one to one teaching covering a wide range of teaching contexts including mentoring students and staff supervising dissertations and how to approach informal meetings outside of lectures Written in an engaging accessible style and grounded in experience this book offers a combination of practical advice backed by relevant learning theory Featuring a wealth of case studies and useful resources the book covers areas including Supporting students Encouraging independent learning Mentoring coaching and personal tutoring Developing peer groups and buddying programs Dealing with diversity difficult students and ethical

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Studying for Your Future Angela Hepworth, 2010-11 Studying for your future Successful study skills time management employability skills and career development University study is about both the topic you've chosen and preparing yourself for your future career As the job market has become more and more competitive it is the transferable skills that students have that will get them that all important first job Personal development planning PDP is the route to help students take control of their own development This will enable them to become independent life long learners and far more employable A checklist to put together a portfolio to show a prospective employer Learn the skills to prepare you for your degree Help you with literature reviews referencing and writing skills Goal setting to help you focus on your future Sort out your time planning Improve your study skills and exam preparation Prepare you for employability Help you to carry out a career search and improve your interview technique How to write a great CV covering letter and fill in your job application Free downloadable exercises from uolearn A huge toolbox of skills for success to help you get your dream job About the author Angela Hepworth Angela has been teaching for over twenty years in both Further and Higher Education Her expertise is in developing students academic skills on their degree programmes and also encouraging students to achieve their goals along their journey both personally and professionally Angela has taught over 15 000 students and every one has been of utmost importance in helping her to also achieve her own personal achievements growth and job satisfaction She is indebted to the students that have taken her advice and then gone on to achieve their goals It is an honour to be in such job that allows for such an exchange of motivation and inspiration to take place What do people think Through personal development planning PDP I have learned the skills appropriate for my job field and know how

Criminology Skills Emily Finch, Stefan Fafinski, 2019 *Criminology Skills* covers both criminological study skills and research skills in one volume giving students the skills they need to succeed in the study of criminology A three part structure covers finding source materials academic skills study skills and research methodology guiding students through a range of skills and methods which they will need to practise and demonstrate in their degree Topics covered include finding and evaluating criminological resources referencing and avoiding plagiarism preparing for exams planning a research project data analysis and much more *Criminology Skills* first helps students to establish a strong and comprehensive skills foundation before building to a more advanced level increasing their competence and confidence with which to approach projects Online resources The text is accompanied by the following online resources Practical exercises Animated walk throughs showing how to use online databases Activities to help students test their understanding of ethical considerations and of the differences between quantitative and qualitative research methods

Mba Admissions Strategy: From Profile Building To Essay Writing Gordon, Avi, 2010-07-01 This

book focuses on the essay writing process and includes a writing toolbox which has been adapted to meet the specific needs of MBA applicants

Specifications Grading 2.0 Linda B. Nilson, Joseph A. Packowski, 2025-09-15 This second edition of the alternative grading classic revisits specs grading with a robust body of research exemplars and strategies to elevate the quality of student work increase engagement and buy in reduce faculty stress and cultivate students career competencies Nilson and Packowski present the unique characteristics of the specs grading schema all of which simplify faculty decision making reduce antagonism between the evaluator and the evaluated and increase student receptivity to meaningful feedback thus facilitating a mutually beneficial rigorous learning process Used consistently over time specs grading can restore credibility to grades by demonstrating and making transparent to all stakeholders the learning outcomes that students achieve This book features five new chapters stemming from firsthand accounts of dozens of instructors actively using specs grading and new material in six of the remaining eight chapters It lays out the surprisingly simple transition process positioning specs grading as the most viable and easy to use system available to faculty

Facilitating Work-Based Learning Ruth Helyer, 2015-10-06 Work based learning routes are a versatile and innovative way to gain higher education qualifications This book reflects that flexibility and prepares tutors for helping work based students learn in a variety of ways at both undergraduate and postgraduate level Offering practical information and advice the book covers the major aspects of work based learning which include Accreditation of prior learning APL Work based projects Learning agreements Relevant innovative assessment methods Quality assurance and enhancement mechanisms How technology can be utilised as a learning tool Featuring activities case studies and useful hints and tips informed by a range of international scholars it s the ideal companion for tutors of work based learning students

Understanding University: A Guide To Another Planet Sinclair, Christine, 2006-04-01 Does university seem like another planet Does everyone else seem to speak another language What can you do to make the grade If these are the kind of questions you are asking then this is the book you need After the excitement of being accepted the reality of life at university or college can be daunting but help is at hand This practical book guides new students through the terminology used at university and shows you what a student needs to know how to be accepted by students and lecturers how to get the best out of your institution and yourself how to communicate using appropriate language in higher education institutions how to learn the conventions of your specific subject area how to be confident and competent in your new world All new students find the move to university slightly bewildering but with this book you can be one step ahead The author has spent time talking to students across a broad range of different universities and uses her first hand experience as a basis for the book Understanding University provides a lifeline for new students in further and higher education offering everything from practical advice on studying to explanations of frequently used terms If you don t know the difference between a seminar and a tutorial or want to know what matriculation means then this is where to start Need a little assistance Just open this book And remember you are not alone

Designing Learning

Christopher Butcher, Clara Davies, Melissa Highton, 2019-09-25 Bridging the gap between theory and practice this fully updated new edition of *Designing Learning* offers accessible guidance to help those new to teaching in higher education to design and develop a course With new considerations to the higher education context this book uses current educational research to support staff in their endeavour to design and develop modules and degree courses of the highest quality Offering guidance on every stage from planning to preparing materials and resources with a focus on the promotion of learning this book considers Course design models and shapes and their impact on learning How the external influences of learning and teaching are translated by different institutions How to match the content of a course to its outcomes Frameworks to enable communication between staff and students about expectations and standards Taking into account the diverse student population when designing a course The place of Virtual Learning Environment VLE communication tools and systems for monitoring students engagement The importance of linking all aspects of the taught curriculum and wider co extra curricular activities to support learning Ways to evaluate and enhance a course and to develop oneself as a teaching professional in HE Providing advice illustrative examples and case studies *Designing Learning* is a comprehensive guide to designing a high quality course This book is a must read for any academic looking to create or update their course or module

Students and universities Great Britain: Parliament: House of Commons: Innovation, Universities, Science and Skills Committee, 2009-08-02 Incorporating HC 370 *Presidential Essays*, 2000 13 college presidents describe ways in which they and their constituents have transformed their institutions

Worldwide Trends in Green Chemistry Education Vânia Zuin, Liliana Mammìno, 2015-06-01 Educating the next generation of chemists about green chemistry issues such as waste minimisation and clean synthesis is vital for environmental sustainability This book enables green issues to be taught from the underlying principles of all chemistry courses rather than in isolation Chapters contributed by green chemistry experts from across the globe with experience in teaching at different academic levels provide a coherent overview of possible approaches to incorporate green chemistry into existing curriculums Split into three sections the book first introduces sustainability and green chemistry education before focussing on high school green chemistry education initiatives and green chemistry education at undergraduate and post graduate levels Useful laboratory experiments and in class activities to aid teaching are included This book is a valuable resource for chemical educators worldwide who wish to integrate green chemistry into chemical education in a systematic and holistic way It is also of interest to anyone wanting to learn more about the different approaches adopted around the world in sustainability education

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