

## **Essay Sample on Personal and Professional Development Plan Essay**

### **Introduction**

Personal and Professional development is the ability to improve a required set of skills and knowledge essential for a required job position at a given workplace and the maintenance of good relations with people in social life. Personal development refers to qualities such as social competencies, relationship with people and behaviors (Cottrell 2015; 3), while Personal Development Plan refers to the activities that improve self-knowledge and identity, enhance quality of life, develop talent and potential, create employment opportunities and realize dreams and aspirations (Cottrell 2015; 3). Personal development refers to the methods and techniques applied in institutional contexts that support individual development at the levels of the organization.

Professional development, on the other hand, involves activities aimed at achieving certain goals and objectives, and they include communication, planning, proper management and knowledge in the interested field (Janssen 2013; 260). This report addresses the personal and professional development plan and the approaches adopted for self-learning that can be used by the staff of the Club Quarters Hotel in Philadelphia. Club Quarters is an organization in the hospitality industry dedicated to achieve its objectives and provide customer value by meeting their needs and satisfying them. This report will identify my current skills and competencies compared against the professional standard of the organization as the General Manager of Club Quarters and further develop a plan for improvement. This report will also discuss in depth the activities required to implement the action plan and analyze the learning against the original aims and objectives. This report will also give recommendations on how to manage time, reduce staff turnover and enhance communication.

### **Self-Learning**

Self-managed learning is aimed to achieve the required position within an organization by learning the appropriate requirements (Zimmerman 2013; 10). This is enhanced through personal and professional development plan that seeks to achieve these set objectives (Zimmerman 2013; 10). As the General Manager at Club Quarters, I have identified various self-learning activities that will help improve the staff's knowledge and expertise. These activities include observation and reading (Zimmerman 2013; 13). Through observation, staff members at Club Quarters will learn about the hotel's culture and practice that will enhance a good relationship between the staff members at the workplace and improve on customer services. Reading helps improve professional understanding and set of skills about operations of the hotel.

As the General Manager at Club Quarters, I will recommend life-long learning skills through self-evaluation which will enable staff members to understand their value against the standards of Club Quarters (Paadi 2014; 10). As the manager, I will implement policies and measures that will keep my staff very effective in the workplace. Staff members may also get information from the Internet that will educate them on how to utilize their potential to achieve the set objectives. For me as the manager, I will learn new trends and policies that will help me run the hotel in an efficient manner. Online learning also helps improve creativity and relationship at workplace. Self-Managed learning

# Sample Personal Development Essay

**Lei Shi**

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