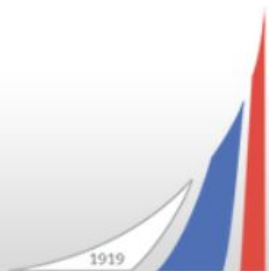


Self-Development



ФИНАНСОВЫЙ
УНИВЕРСИТЕТ
ПРИ ПРАВИТЕЛЬСТВЕ РОССИЙСКОЙ ФЕДЕРАЦИИ



Prepared by Imamutdinova Alina



Presentation plan:

- 1) Definition of self-development
- 2) Practical steps
- 3) Additional skills

Personal development
is the **CONSCIOUS**
CHOICE
to improve one's **LIFE**
to become a **better person**
and to grow as an **INDIVIDUAL**

Personal development is a lifelong process. It's a way for people to assess their skills and qualities, consider their aims in life and set goals in order to realise and maximise their potential.

Practical steps can be taken to enhance personal development, including:



- Organizing your time
- Producing a personal CV or résumé.
- Undertaking a skills appraisal
- Looking at your transferable skills
- Overcoming barriers to learning a new skill

Organizing Your Time

If you are considering making changes in your life, finding additional time often poses a problem. It could be that the changes you are thinking of making are to ensure you have extra time to:

- Spend with your family
- Spend on things you enjoy doing
- Devote to your work
- Devote to your education



Manage your time more effectively

- 'no' to jobs or requests that you feel are not your responsibility.
- Learning to delegate
- Making a 'to do' list of tasks
- Giving up things you do not really want or need to do
- Identifying your high and low times of the day



Personal Curriculum Vitae (CV) or Résumé

READY TO PRINT
• CANVA MODEL •

SURNAME YOUR NAME
Lorem ipsum dolor sit amet, consectetur adipiscing elit. sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, abors nisi ut aliquip ex ea commodo consequat.

CONTACT

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ABOUT ME

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HOBBIES

WORK EXPERIENCE

1997-2001 Lorem ipsum dolor sit amet
2001-2004 Lorem ipsum dolor sit amet
2004-2007 Lorem ipsum dolor sit amet
2013-2015 Lorem ipsum dolor sit amet

SKILLS

63% PHOTOSHOP 58% ILLUSTRATOR 42% INDESIGN 22% HTML

LANGUAGES

ENGLISH 95%
GERMAN 75%
SPANISH 45%

EDUCATION

2004-2007 2004-2007 2004-2007 2004-2007
SCHOOL NAME SCHOOL NAME SCHOOL NAME SCHOOL NAME

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Drawing up a CV or résumé is not only necessary when applying for jobs, it can also be very useful for your own benefit and will help you appraise the skills you have gained through education, training, employment, voluntary work, leisure and other activities. In turn it will help to highlight skills that you should work on developing.

Recording your Personal Development



- It is often a good idea to keep a record of your personal development. By writing down key developments in your learning and development as and when they occur, you will be able to reflect on your successes at a later date.

Transferable Skills



Learning



IT



Self management



Critical thinking



Communicating

Transferable Skills



Teamworking



Career management



Numeracy



Information handling

Overcoming Barriers to Learning a New Skill

- **Lack of Confidence or Self-Esteem**
- **Economic Situation**
- **Family Commitments**
- **Lack of Time**



Giving Presentations

Presentations are a fact of life in many jobs, and by working on your presentation skills, you can transform this into a valuable professional asset. This might entail working on your diction (see Clear Speech), your body language, and your public speaking skills.



Creative Way of Thinking



Some believe creativity can't be learned, but everyone has some capacity for it – it just might be well hidden. There are plenty of exercises and activities that can be employed to foster a more creative mindset, which can be valuable in a number of professional and personal situations.

Eating Healthy Food



Exercise and Yoga



Positive Way of Thinking

Ways Positive Thinking Can Help Your Career



Positive thinking, specifically cognitive-behavioral therapy, can help people work through anxiety and depression.



By cutting back on gossiping and negative talk in the office, workers can increase productivity and decrease tension in the office.



Positive thinking can help cut out negative thoughts, which can help you feel better and more confident about yourself and your abilities.



Approaching tough situations with a positive attitude can make you a nicer co-worker, employee and potential hire.

Positive thinkers miss less work, have a greater resistance to the common cold, and have a longer lifespan.



Positive thinkers have an easier time getting over their fears of failure and deciding to take on new challenges.



Conclusion

We Identified:

- 1) **Definition of self-development**
- 2) **Practical steps**
 - Organizing your time
 - Producing a personal CV or résumé.
 - Undertaking a skills appraisal
 - Looking at your transferable skills
- 3) **Additional skills**
 - Creative way of thinking
 - Eating healthy food
 - Exercises and yoga
 - Positive way of thinking





Thank you for your time!

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