

Personal Development Plan Manual

January 2015

| | |
|---|----|
| What is a Personal Development Plan? | 1 |
| Where did the Personal Development Plan come from?..... | 2 |
| How does the Personal Development Plan work?..... | 3 |
| How does it relate to my Antioch School program? | 5 |
| PERSONAL DEVELOPMENT PLAN WORKSHEETS: | |
| 1. Your Purpose. Creating a Basic World View Statement..... | 11 |
| 2. Your Story. Life Development Time Line..... | 13 |
| 3. Your Abilities. Evaluating Your Abilities and Skills..... | 15 |
| 4. Your Roles and Responsibilities. Framing My Identity. | 17 |
| 5. Your Education, Finances, and LifeWork. Envisioning the Long Term. | 19 |
| 6. Your Discipline and Determinations. Life Development Strategic Life Plan. | 21 |
| 7. Your Source of Wisdom. Decade Mentor System. | 23 |

Built on The 7th Priority Life Development Portfolio and Life^N resources of BILD International

WHAT IS A PERSONAL DEVELOPMENT PLAN?

The Personal Development Plan (PDP) is an integrative tool to guide you in developing and monitoring your lifelong learning strategy. Nearly everyone needs help in this area in order to respond to the pressures that shape their lives and be proactive in pursuing the life that God intended for them. For instance, many people find that their lives are essentially managed for them by the exigencies of life, leaving them largely out-of-control. Others make careful plans, but only for part of their lives. The PDP allows you to rise above the urgencies of the moment, as well as the limitations of your own personal approach to life management, in order to design an integrated, comprehensive plan for your development.

The basic concepts upon which the PDP is built are:

- Each individual must take seriously the lifelong learning process.
- Lifelong learning is developmental in nature according to basic stages in life.
- All aspects of our lives need to be integrated into a whole.
- Learning must not be confused with schooling, but rather be a lifelong process.
- Work is being redefined away from lifelong careers and toward having a portfolio of multiple work experiences.
- Few tools are available to help us see our whole lives in one big picture that integrates the parts.
- Being responsible demands a deep commitment to guiding the developmental process of those entrusted to our care, particularly our children and grandchildren.
- Responsible leadership demands facilitating the developmental process of those in our churches, schools, businesses, and other organizations.

Perhaps it is best to view the PDP as a tool for acquiring wisdom (“skill in living according to God’s design”):

Acquire wisdom! Acquire understanding!
Do not forget, nor turn away from the words of my mouth.
Do not forsake her, and she will guard you.
Love her and she will watch over you.
The beginning of wisdom is: Acquire wisdom.
And with all your acquiring, get understanding.
Proverbs 4:5-7

WHERE DID THE PERSONAL DEVELOPMENT PLAN COME FROM?

The Personal Development Plan is drawn from tools created by BILD International for the purposes described above. *The 7th Priority Life Development Portfolio* tool was designed to facilitate the process of each individual developing a personal strategy for lifelong learning, especially in this time of cultural transition from an industrial society to an information society. It helps people think about their own development in terms of a portfolio of artifacts (things that they produce or have produced) and attestations (things that others produce about them).

The basic design of the PDP comes from The 7th Priority tool. You will notice the similarity of the design of this tool with the seven priorities:

1. The First Priority. Recognition of Reason. Seeing Why You Exist—Your Purpose.
2. The Second Priority. Evaluation of Experience. Assessing Where You are—Your Story.
3. The Third Priority. Identification of Uniqueness. Understanding Who You Are—Your Abilities.
4. The Fourth Priority. Definition of Identities. Determining Where You Fit—Your Roles and Responsibilities.
5. The Fifth Priority. Maximization of Resources. Utilizing What You Have—Your Education, Opportunities, and Lifework.
6. The Sixth Priority. Integration of Essentials. Incorporating What You Need—Your Disciplines and Determinations.
7. The Seventh Priority. Acquisition of Wisdom. Getting What You Need Most—Your Source.

It is also available in another form called *Life^N* which draws on biblical principles of development according to God's design without the explicit reference to Scripture so that believers and unbelievers can benefit from the process.

The PDP uses only a few of the worksheets from *The 7th Priority* which also contains much more background and instructions for maximizing the benefit of the process.

You may acquire *The 7th Priority* and *Life^N* resources from BILD by calling 515/292-7012 or going to the BILD website for a resource order form.

HOW DOES THE PERSONAL DEVELOPMENT PLAN WORK?

Your PDP is composed of two parts: worksheets and the plan. The worksheets help you to gather, sort, and analyze the data on which your plan is designed.

Here are the worksheets:

1. Your Purpose. Creating a Basic World View Statement.
2. Your Story. Life Development Time Line.
3. Your Abilities. Evaluating Your Abilities and Skills.
4. Your Roles and Responsibilities. Framing My Identity.
5. Your Education, Finances, and LifeWork. Envisioning the Long Term.
6. Your Discipline and Determinations. Life Development Strategic Life Plan.
7. Your Source of Wisdom. Decade Mentor System.

On the pages to follow, you will find further instructions regarding the use of these worksheets.

It is important to recognize that the worksheets are not the plan. The worksheets merely help you in the process of gathering, sorting, and analyzing data for your PDP.

The plan itself may be best conceptualized as an extension of Worksheet 6, particularly its sections on Long-Range Intentions and Annual Roles & Goals. It may be crafted in many different ways. The most common design is organized around the stages of life from your timeline (Worksheet 2). It is best to think in terms of the big stages of life, but also to break down into smaller sections your current stage (and/or the next stage). For instance, someone who is 25 years old might be thinking in terms of 20-40, 40-60, and 60-80, but should also be more specific about 26 and 27-30 within the 20-40 stage of life.

So, a PDP answers the following questions with your long-range intentions and short-term goals in mind,

- What nodal events (central, noteworthy milestones) will contribute to accomplishing my intentions and reaching my goals?
- Who do I need as mentors and in what areas do I need them to mentor me?
- What ministry experiences do I need to be engaged in?
- What educational experiences (formal and nonformal) ought I to seek?
- What family experiences may contribute to accomplishing my intentions and reaching my goals?
- What achievements must be made along the way?
- How do future goals and desires relate to one another?

Other ways to design your PDP include organizing around roles and responsibilities. In fact, you may want to organize your long-range intentions and annual goals according to your

identities (as an individual, as a member of a family, as part of a community of faith, and as a member of the world community).

You may also want to use items from the Becoming Established or Life and Ministry Development assessment forms to organize your PDP. You can answer the questions above, address the stages of life, and your roles and responsibilities in terms of key aspects of character that you need to develop and maintain.

There is tremendous flexibility in the actual design of the PDP. At its essence, the PDP allows you to go into more detail regarding how you are going to pursue the accomplishment of your long-range intentions and short-term goals. You will only give sketchy data in most of the worksheets. The PDP calls for you to pull together the significance of data from various worksheets in order to build a comprehensive (covering all the stages of life) and integrated (covering all roles and responsibilities) personal development plan.

The length of the PDP depends greatly on the design that you use. For instance, most PDPs that use charts have more pages because there is more white space on the paper. PDPs that use outlines tend to be shorter because they rely on less explanation. Writing a PDP in narrative form is often the longer because it tends to include the most detail. It is the substance and usefulness of the design that is most important, not any particular length.

The guiding principles in writing a PDP are:

- Be complete and clear. Your PDP should be useable by others in your life, such as a spouse or mentor. Thus, it must be able to communicate on its own to them.
- Be directive. Your PDP should be a guide that helps you make wise decisions, particularly when unexpected twists and turns come your way.
- Be measurable. Your PDP should be an accountability tool. Over time, you (and others) should be able to look back on the progress in your life and make assessments about how you are doing in terms of fulfilling long-range intentions and annual goals.

HOW DOES IT RELATE TO MY ANTIOCH SCHOOL PROGRAM?

Your Personal Development Plan is an important part of your foundation in the program. As you know, Antioch School programs are not merely accumulations of courses. Rather, they are Life and Ministry Development programs with really good courses that are a big part. Life and Ministry Development is the foundation of the program. Hopefully, insights from your SIMA Motivated Abilities Pattern (and MAP responses), as well as Personal Development Assessments, will contribute to your PDP directly through the worksheets or indirectly as you put together your plan. We don't want anyone to be in a serious ministry training program without thinking seriously about long-range intentions and annual goals. It is a matter of stewardship of the resources and opportunities that God has given you, but also a matter of building the habit of lifelong learning. Further, a PDP allows your development to be linked appropriately with the development of others on your ministry team, as well as the development of the ministry team itself.

A PDP is a great tool in the hands of a mentor. Of course, a mentor should be intimately involved in the creation of a PDP. However, once created, a mentor can provide much better guidance and accountability because your development path is so much more clear and detailed.

Each Antioch School student is required to produce a PDP at the outset of their program. Some students take their first few months of enrollment in the Antioch School to invest in the foundation of their Life and Ministry Development, particularly the PDP, even before they start taking courses. Others work on the PDP while they are taking their first courses.

You are also required to revise your PDP annually. This includes revising worksheets and refining the PDP itself. Worksheets and PDPs can be posted on the E-Portfolio for review by Certified Leaders and validation by Associate Faculty members as fulfilling the Antioch School program requirements.

In terms of time, you should expect to spend 90-150 hours over your entire program working on the PDP, depending on the number of years in your program (which determines the number of revisions) and your involvement in ministry (Masters students should have more detailed ministry plans). The following is a normal pattern of hours spent for the average student:

| | Initial | 1 st Rev. | 2 nd Rev. | 3 rd Rev. | Total |
|-------------------------|---------|----------------------|----------------------|----------------------|--------|
| Completing Worksheets | 25-30 | 5-10 | 5-10 | 5-10 | 40-60 |
| Discussing with Mentors | 10-15 | 5-10 | 5-10 | 5-10 | 25-45 |
| Creating PDP | 10-15 | 5-10 | 5-10 | 5-10 | 25-45 |
| Total | 45-60 | 15-30 | 15-30 | 15-30 | 90-150 |

Credit will be granted as follows: 1 credit hour after Associate Faculty validation of the Initial PDP and 1 credit hour after the 3rd Revision (or 2nd Revision if a student will complete the program in three years or less).

Finally, you should expect that your PDP will be informed and challenged by your work in the courses. As you deal with biblical teaching and craft ministry plans, you are likely to discover misconceptions in how you are thinking about your own development, as well as uncovering areas that you haven't explored fully. You should be alert to the contribution made to your PDP through the Socratic discussion and project assignments of the courses.

PERSONAL DEVELOPMENT PLAN WORKSHEETS

(adapted from The 7th Priority Life Development Portfolio of BILD International)

1. Your Purpose – Creating a Basic World View Statement.

Use this worksheet to articulate clearly statements about your own personal identity, the essence of a family, the purpose of your faith community, and your purpose in the world community. Identify issues related to worldview and develop a summary of your worldview. Clear statements of identity and worldview become the foundation on which the comprehensive integration of a PDP is based. Expect to come back to this worksheet to review it as you refine your understanding of yourself, your roles, and your worldview.

2. Your Story – Life Development Time Line.

Use this worksheet to sketch major milestones, events, experiences, involvements, achievements, and goals that describe the various eras of your life. There are several ways that you can design your time line:

- Use normal life stages to organize your timeline, such as those given on the worksheet (Childhood & Adolescence, Early Adulthood, Middle Adulthood, Late Adulthood).
- Use subdivisions of traditional life stages (Early Childhood, Teen, College/Grad School, Career Launch, Career, Post-Career/Second Career, Retirement).
- Use decades (0-10, 10-20, 20-30, etc.)
- Use stages of leadership development (sovereign foundations, promising leadership, emerging leadership, converging leadership, producing leadership, and consulting leadership).
- Use a design of your own making.

As you reflect on your time line, you should take care to make peace with things in the past, build your past constructively into your personal story, and assess the past to determine your assets and liabilities.

3. Your Abilities – Evaluating Your Abilities and Skills.

Use this worksheet to list work, projects, school subjects, or activities that you enjoyed most/least, demonstrated the most/least skill, and from which you derived the most/least satisfaction, as well as those for which you got the most/least praise, compliments, and encouragement.

It may be necessary and/or useful to consult with others who know you well in order to complete this worksheet (and others). Conversations with others who experienced these things with you (or processed them with you as they were happening) can be rich sources of information and insight.

If you find yourself more easily completing the worksheet on one side or the other, it may be due to some aspect of your personality or personal history. Make sure to give extra attention to the other side so that you are getting a complete picture of yourself. If you tend to be overly critical or overly generous with yourself regarding abilities and skills, make sure to others (mentor, parent, sibling, spouse, friend) to help you be objective.

4. Your Roles and Responsibilities – Framing My Identity.

Use this worksheet to identify the basic categories of your life's social structure. List the roles that you currently play (or expect to play in the near future). List the responsibilities that you carry (or expect to carry in the near future).

It is usually best to categorize your roles and responsibilities. For instance, which ones relate to you as an individual? Which ones are family-related? What are your roles and responsibilities in your faith community (church, church network, and other ministries)? What is your part in the world community?

Once identified, evaluate the priorities of these roles and responsibilities. Pay special attention to the balance and assess whether each is getting the attention it needs. Consider the significance of areas that are being neglected altogether. Then, review your priorities and make new (or renew) commitments to the roles and responsibilities. Putting them all together in one place allows you to see your life as a comprehensive, integrated whole rather than just a bunch of competing pieces.

5. Your Education, Financies, and LifeWork – Envisioning the Long Term.

Use this worksheet to refine your timeline to focus more sharply on matters of education, finances, and lifework stewardship. It may be necessary to break your timeline into smaller sections for your current (or next) stage in life in order to describe in detail various matters.

Describe the development of your work ethic and stewardship in the past and how it may need to be developed further in the future. Identify who served as your models of lifework (making the most of your life according to God's design) and who needs to be your models in the future. What has successful work meant to you in the past and what does it need to mean in the future? What educational experiences (formal and nonformal) do you need to pursue? Identify what ideal future lifework would be for you. What have been your financial needs and what are they likely to be in the future (and how do you plan to meet them)? What are the issues of stewardship that you have faced in the past, are facing now, and are likely to face in the future?

Whether or not you have specific plans for how to get there in the future or answers to problems that are holding you back, use this worksheet to think about your past, present, and future in terms of stewardship.

6. Your Discipline and Determinations – Life Development Strategic Life Plan.

Use this worksheet to articulate a summary purpose statement for your life, prioritized elements and intentions that support your purpose, as well as long-term and short-term goals. This worksheet deals with the abstract (life view purpose statement) and the concrete (annual goals). It begins with the abstract because this allows you to establish your values in mind before you proceed to planning. Make the life view purpose statement your own personal statement, not just a generic statement of what any follower of Christ's purpose statement could be. The life view purpose statement is usually a simple, single statement. Use the section on Elements of Life View to elaborate on the details of what it means and to identify priorities among the elements.

Proceed with the end in mind for your articulation of intentions. Start with those that characterize your lifelong ambitions and desires for lifelong accomplishment. Then, identify long-range intentions that lead toward your lifelong intentions or fulfill roles and responsibilities that you expect to have in 5-15 years. Finally, make a list of roles and goals for the next year. Most people make this list quite differently when they have their lifelong and long-range intentions clearly in mind.

7. Your Source of Wisdom – Decade Mentor System.

Use this worksheet to identify people of all ages in your life who already are or who could serve as some sort of mentor. It is a tool that helps you build lifelong learning into your plan. Technically, not everyone on your list will be a “mentor,” but all will be people on whom you rely for information, insight, and perspective, if not guidance. For some, you will be able to plan for regular times of consultation. For others, you may have to rely on opportunities when they emerge. However, the main idea is to be intentional about the people, topics, and manner in which you interact with them so that you are positioned in your social world to benefit from the lifelong learning opportunities that you have in these “mentors.”

The Decade Mentor System is not intended to be your only source of wisdom, but it is one that contributes uniquely to your PDP effort and is very easily neglected.

Now, return to the instructions about writing the Personal Development Plan based on the work you have done on these worksheets and the assistance provided to you by your mentor (and others who are helping you shape your plan).

1. Your Purpose – Creating a Basic Worldview Statement

What do you really believe about your personal identity? Who are you? What is unique about you?

What is a family? What is its purpose?

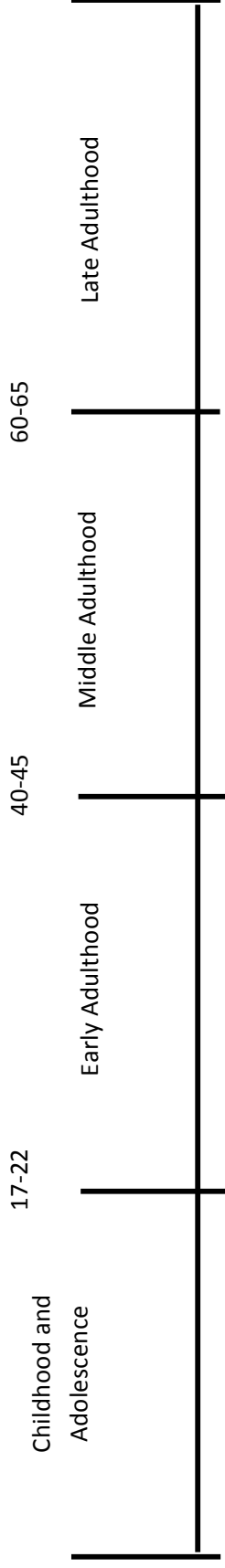
What do you really believe about your faith community (church)? What is its purpose?

What do you really believe about your purpose in the world community? What are you supposed to accomplish in the world? What is your contribution?

What are your remaining worldview questions? What does not seem to fit? With what do you struggle to put the pieces together?

In light of your above belief statements, how would you summarize your overall worldview? What makes all of the parts fit together for you?

2. Your Story – Life Development Timeline



Time Line Criteria

1. nodal events
2. mentors
3. ministry experiences
4. educational experiences
5. work experiences
6. family experiences
7. achievements
8. future goals
9. future desires

3. Your Abilities. Evaluating Your Abilities and Skills

Work, projects, school subjects or activities that you enjoyed the most, naturally demonstrated the most skill in, and from which you got the most satisfaction:

Work, projects, school subjects or activities that you enjoyed the least, demonstrated the least skill in, and from which you derived the least satisfaction:

Work, projects, or school subjects for which you got the most praise, compliments, or encouragement to continue on in that skill or pursue that line of work:

Work, projects, or school subjects for which you got the least praise, compliments, or encouragement to continue on in that skill or pursue that line of work:

4. Your Roles and Responsibilities – Framing My Identity

1. List or design your life's social structure in basic categories.
2. List the roles you currently play within this structure.
3. List your responsibilities as you see them within the framework of each category.

Example of basic categories:

1. individual identity
2. family
3. community of faith
4. world community

Evaluate your priorities in light of your roles.

- Are they in balance?
- Is each getting the attention it needs?
- Are some just barely getting your attention?
- Are some neglected altogether?

Review your roles, priorities and evaluations and make new or renew your commitments.

- Are there any commitments you need to renew?
- Are there any new commitments you need to make?

5. Education, Finances, and LifeWork – Envisioning the Long Term

| | | |
|--|--|--|
| 17–22 | 40–45 | 60–65 |
| Childhood and Adolescence: Models of Work and Stewardship— Emerging Work Ethic | Early Adulthood: Working Hard and Building Financial Foundations | Middle Adulthood: Convergence in Work—Main Body of LifeWork— Deepening Financial Foundations |
| | | Late Adulthood: Crowning Work— Mentoring, Writing, Enabling Others |

Time Line Criteria

1. work ethic, stewardship
2. lifework models
3. successful work
4. educational experiences
5. ideal future lifework
6. education needs
7. financial needs
8. stewardship issues

6. Your Discipline and Determinations – Life Development Strategic Life Plan

Life View Purpose Statement

Elements of Life View (itemized and prioritized):

Lifelong Intentions:

Long-Range Intentions (5–15 years):

Annual Roles and Goals:

7. Your Source of Wisdom – Decade Mentor System

| | Name of Mentor | Subjects Seeking Guidance | Possible Meeting Places/Dates |
|-------|----------------|---------------------------|-------------------------------|
| 10s | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 20s | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 30s | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 40s | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 50s | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 60s | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 70s | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 80s + | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |