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THROUGH PEOPLE

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HNI Training & Coaching is a U.A.E based HR Consulting, Training and Coaching company with offices in Dubai, Abu Dhabi and Doha. With over 20 years of HR experience, HNI is an innovator and leader in learning and people development. Using innovative and interactive methods in the delivery of our training solutions, all our training development and coaching programs can be delivered in English and Arabic.

To learn more about our training programs please contact us on [info@hni.ae](mailto:info@hni.ae)

## Our Services



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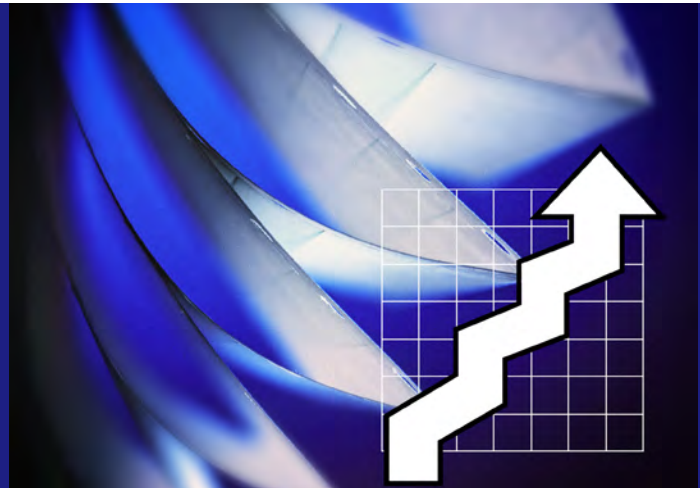


Professional Speaking

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# Get Ready for Tomorrow:

## Prepare your Professional Development Plan (PDP) Today.



### So what is a PDP?

PDP stands for Personal and/Professional Development Planning. It is the process of reviewing, building and reflecting on your personal and professional development regularly. The process encourages you to take a step back and reflect on what you have achieved in a structured way. It also involves clearly identifying your goals and planning the steps you need to take to accomplish those goals.

A PDP helps you to:

- Be clear about what you have learnt and what you can do, and enables you to communicate this effectively to others
- Help you identify areas for development (anything from personal goal to changing careers)
- Provide resources and support to help you develop specific skills
- Increase your effectiveness and confidence as an individual and a professional
- Bring together your personal and professional experience and achievements (jobs, sport, leisure, volunteering, representative roles etc.)

### Why do you need a PDP?

PDP tracks both prior and current achievements and assists in the development of transferable skills. This article though is not about the professional plan that your company creates for you. Rather, it is about the one you create for yourself and that in my opinion is the most interesting and rewarding one to create! Surprised? Please allow me to explain:

**Responsibility** – When you create your PDP – and you commit to achieving it – you take responsibility for your life. You feel powerful and in control. You know where you stand, and where you are heading. You are then able to choose the best route to get there while still enjoying the journey.

**Saving Time and Effort** – When you are clear about your plans, you save yourself a lot of time and time is the most precious asset anyone can ever have. You don't hang around like so many people do, waiting until something happens to wake you up. You take charge of your destiny, making use of every moment of your life to attain your goals in professionally pleasurable ways.

**Clarity** – How many times have you heard someone say they don't know what they want? I, for one, hear it all the time. The question I always reply with is this: Have you ever invested the time in sitting down and writing what is that you really want in life and in your career? PDP gives you clarity about the present and future. When you take time to do this, you realize what you are doing now, why you are doing it, and how your present actions can help you reach your future goals.

**Choice** – You do have a choice! You make choices each moment of your life, even though there are times you might not feel that you do. If you think carefully, you will see that you do. For example, when you let others make decisions for you about your future or career plans, you made a choice to give them control over your choices and gives you power over your life. Your future is like a blank canvas, waiting to be turned

into a beautiful painting. It is up to you to decide what you want it to look like.

**Long Term Employability** – We live in a volatile business climate. Your fellow competitors are mobile, willing to travel the world, move to another country, or work in a cosmopolitan atmosphere. The financial world is going through ups and down with no end in sight. Consequently, your success depends upon being employable and professionally at the top of your game! In order to complete, you must invest in yourself to become a knowledgeable, experienced guru. Sounds risky? This investment in yourself can easily develop your career into a cash generating machine. How? Specialize. Find a niche. Plan to become an expert in whatever field you choose. That is when YOU become a rare currency who is always needed, no matter what state the economy is in.

**Satisfaction at Work** – When you are in an influential position, backed by a clear development plan that helps you become an expert in your field, you will experience a powerful sense of self confidence. That confidence will come naturally when you realize the power that your knowledge, experience, control, commitment and responsibility gave you. You can then choose where you want to work and what you want to do. You will become proactive, rather than reactive, within your profession. And the natural result will be more satisfaction, personally and professionally, in whatever workplace you ultimately choose.



**About:**  
 Hanan Nagi is an international trainer, executive coach, personal development expert, writer and inspirational speaker. She is also the producer and presenter of the coaching and human development TV show “Develop your life” on DM.T.V. With more than 16 years experience in the corporate world in various industries, Nagi now helps organizations achieve their goals through their people, using custom coaching training programs. She has been recognized by HH Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai for her contribution to excellence and achievement in the people’s development field when she won the Dubai Government Excellence Award.

For more information visit [www.hni.ae](http://www.hni.ae); [info@hni.ae](mailto:info@hni.ae)



## Creating Your PDP using the GROW Model

Create your own PDP using the new version I created of the GROW model, and learn why it is different than anything else you have ever seen!

Let’s discover together:

### G for Goal – Establish your BF Career Goal

Wondering what BF stands for, it stands for Big Fat Goal! Everyone talks about realistic goals, I say – dream big, then work backwards, break down your BF goal to smaller SMART goals (Specific, Measurable, Attainable, Relevant and Time Bound) and then go ahead and start achieving your little dreams one by one until you reach your BF goal. Dare to dream big? Yes? Great!

Ask yourself:

- What are my Values?
- What am I most passionate about?
- Where do I see myself 30 years from now?
- Have I chosen this goal from a place of internal pressure or pain?
- Am I following my heart and being true to myself?
- Is my life focused on the things that really matter to me?
- Am I being the person I want to be in this world?
- How will I know that I have achieved my goal?

Finally ask yourself: Am I satisfied with this Goal? If not, then it is not the right BF goal. Try again!

### R for Reality – Realize what is holding you back

Ask yourself:

- What is happening around me now?
- How do I see myself and my position in the world?
- Where do I stand at work? At home? In relationships?
- What do I believe are my worst fears?
- From where do these beliefs come?
- How are my fears realized in the present?
- What is the effect or result of that?
- How satisfied am I with my current Reality?

### O for Options – Open your Mind – Think out of the box

Ask yourself:

- What can I do Now? (Willingness, Tools and Skills, Practice, Planning, Logistics, Accountability)
- What would I do if I were not limited by my fears?
- What are the benefits and downsides of each option?

### W for Will – I Will

Ask yourself:

- What am I willing to do and when?
- Where are my internal and external limitations?
- How will I overcome or negotiate my way around them?
- On a scale of 1 to 10, how committed am I to pursuing and achieving my action plan?

Happy Planning and Happy Achieving!