

# Study Unit 1



## Study Unit 1

### Outline

- ❖ Introduction
- ❖ Understanding learning needs and developing personal/professional development plan Study

### Study Unit Duration

This Study unit requires a 4 hours of formal study time.

You may spend an additional 4 hours for revision

# Fundamentals of Community Mental Health Outreach

## Introduction

This module seeks to convey or render knowledge of personal and professional development plan to scholars / learners. Emphasis is put in identification of goals to achieve with their respective priorities, schedules, personal strength and commitment, action list preparation, getting further support and finally measuring progress as well as personal / professional development plan outcomes assessment.

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## Learning Outcomes of Study Unit 1

Upon completion of this study unit, you should be able to:

- 1.1 Describe learning needs for plan development
  - 1.2 Identify steps in personal / professional plan development
  - 1.3 Develop a personal / professional development plan for yourself and assessing personal / professional development plan outcomes.
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## 1.1 Understanding Learning Needs and Developing Personal/Professional Development Plan.

**Personal Development Plan:** is a process that consists of defining what is important to you, what you want to achieve, what strengths you already have that will help to achieve your goals, and what you need to improve and develop with time.



Source: <https://www.google.com/imgres?>

This is your plan to do and make something new in your life as such neither the plan nor its realization will happen overnight. The more preparation you put into this the more realistic it will be to achieve.

## 1.2 Steps to Personal Development Plan

There are nine (9) steps to personal Development

1. Define your own goals
2. Prioritizing what is most important
3. Setting a viable deadline for achieving set goals
4. Understand your own strengths and abilities
5. Recognize the opportunities and any challenges
6. Strengthening your commitment to achieve your goals
7. Taking action



- 8. Getting support
- 9. Measuring progress

**1.2.1 Step 1: Define your own goals**

Write down between 5 and 10 goals, which are important for you to achieve.

*Table 1.1: important objectives.*

	Important objectives
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

9.	
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**1.2.2 Step 2: Prioritizing what is most important.**

Carefully analyze your list and select three goals important for you to work on which one of your goal is the most important? This will be the focal goal

**1.2.3 Step 3: Set a time-line to achieve your goal.**

Make a realistic assessment of the time you need to achieve this goal

**1.2.4 Step 4: Identify Your Strengths**

Understand what you are good at, and then write them down as these will help you achieve your goals.

*Table 1.2: strength*

	Strengths
1.	
2.	
3.	
4.	
5.	

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**1.2.5 Step 5: Recognize Opportunities and Threats.**

Which of your habits or activities will not help you achieve your goals? This will give you a list of the things you ought to consider to **stop doing**.

Similarly you may have some habit and actions that will help you in the achieving of your goals much easier. This will give you a list of things you want to **start doing** more of in order to facilitate the achievement of your goals?

Together this will enable to create a list of things that you will ‘Start Doing and Stop Doing’.

**1.2.6 Step 6: Make a Commitment.**

It is important to now affirm your commitment and become serious about achieving these goals.

**1.2.7 Step 7: Prepare an Actions List.**

Write out 3-5 of your most important actions within the timeframe you defined.

***Table 1.3: Action list preparation.***

Actions List
1
2

3
4
5

**1.2.8 Step 8: Get Support.**

List people around you who would be able to help with the achievement of your goal.

*Table 1.4: Get support.*

Supporters
1
2
3

**1.2.9 Step 9: Measuring your Progress.**

Write down improvement points and define new strategies to develop. You are responsible for making this work.

*Table 1.5: measuring your progress.*

What works well for me (my accomplishments)	What I need to improve (change)




### 1.3 Personal Development Plan

*Table 1.6: Personal development plan.*

	Goal	Deadline	Actions	Skills needed	progress
1			1. 2. 3.	1. 2. 3.	
2			1. 2. 3.	1. 2. 3.	
3			1. 2. 3.	1. 2. 3.	

			4.	4.	
			5.	5.	
			6.	6.	
			7.	7.	

### 1.3.1 Individual Learning Plan

*Table 1.7: individual learning plan*

Individual Learning Plan			
<b>Trainer</b>		<b>Start Date</b>	
<b>Course Title</b>	Community Mental Health	<b>End Date</b>	
<b>Learner Name</b>		<b>Centre</b>	

*Table. 1.8 Additional support.*

Will you any additional support? (Please tick)			
Reading	Writing	IT	Other
Support plan agreed:			

### 1.3.2 Assessment Outcomes.

*Table 1.9: Outcomes assessment.*

<b>Summative Assessments</b>	<b>Pass (complete)</b>	<b>Fail (incomplete)</b>	<b>Comments and date of completion</b>
1. Developing a personal and professional development plan			
2. Dimensions and core conditions of the helping relationship			
3. Collaborative working relationships			
4. The helping process			
5. Understanding the Internal Frame of Reference			
6. Starting and structuring a Session			
7. Facilitating problem solving			
8. Enhancing mind skills			

9. Conducting mid sessions			
10. Terminating help			
11. Understanding trauma and providing support			
12. Ethical Issues and Dilemmas			

### 1.3.3 Progress and achievement (assessment)

*Table 1.11: progress and achievement assessment.*

End of course assessment and review	
Summarise assessment result:	
Learner comments	Tutor comments

