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COURSE BROCHURE

Self-Knowledge and Personal Development Planning Training Course

21 – 25 December 2026
Vienna

Self-Knowledge and Personal Development Planning Training Course

Ref: 3031_114991 **Date:** 21 – 25 December 2026 **Location:** Vienna **Fees:** 5900 GBP

Self-Knowledge and Personal Development Planning is a 1-week training course for professionals and individual contributors who want to direct their own growth, ending with a written Personal Development Plan. As roles change faster than job descriptions, organisations rely on people who can read their own strengths and gaps and act on them. Jupiter Prime Training delivers this course on Self-Knowledge and Personal Development Planning.

Why Self-Knowledge and Personal Development Planning Matters Now

Flatter structures, shifting skill needs and fewer formal promotion ladders have moved responsibility for growth to the individual. Line managers have less time for one-to-one guidance and expect people to arrive at appraisals with evidence and goals. Individuals who know their working preferences, strengths and blind spots choose assignments well and recover quickly from setbacks; those who do not drift between tasks and wait for direction. The course rests on structured reflection, gathered feedback, evidence-based strengths review and regular progress checks.

Who Gains Most from Self-Knowledge and Personal Development Planning

- Specialists who must shape their own next career step without a defined path
- Individual contributors preparing evidence and goals for appraisal conversations
- Professionals returning from a role change, secondment or career break
- Technical and administrative staff seeking broader responsibility
- Early and mid-career employees building steady learning routines

A department that sends several individual contributors together gains most, because colleagues can exchange feedback and hold one another to progress checks.

Self-Knowledge and Personal Development Planning Capabilities

Participants move from a clear picture of how they work to growth goals they can test, track and adjust.

- Assess personal working preferences, energy patterns and recurring reactions — choice of assignments and roles
- Build a feedback request plan covering peers, customers and line managers — appraisal and coaching conversations
- Weigh demonstrated strengths against development gaps using concrete evidence — priority setting for growth
- Specify personal growth goals with observable success signs — line manager agreement on support
- Design learning habits that fit an ordinary working week — sustained progress beyond the course
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Test progress through scheduled self-reviews and evidence logs — later career and assignment decisions

Key Self-Knowledge and Personal Development Planning Terms

- Reflective journal — A short written record of events, reactions and lessons that reveals behaviour patterns.
- Feedback request — A specific question sent to a colleague asking what to keep, stop or start doing.
- Strengths evidence — Concrete examples showing where a skill produced results others noticed and valued.
- Blind spot — A habit or effect on others that a person does not see but colleagues consistently report.
- Growth goal — A personal objective stating the change sought, the evidence of success and the support needed.
- Progress check — A scheduled self-review comparing recent evidence with growth goals and adjusting the next step.

Self-Knowledge and Personal Development Planning Day by Day

Day 1: The Case for Self-Directed Growth

- Changing Career Patterns — Why Individuals Now Own Their Development Path
- Personal Career Timeline — Turning Past Choices Into Lessons for Next Steps
- Working Preference Inventory — How Energy and Attention Shape Daily Performance
- Personal Values Ranking — Which Priorities Should Guide Career Decisions
- Reflective Journal Setup — Capturing Reactions and Patterns Across the Week

Day 2: Gathering Feedback From Others

- Feedback Request Design — Asking Colleagues Questions That Produce Usable Answers
- Stakeholder Feedback Map — Choosing Peers, Customers and Managers to Ask
- Receiving Difficult Feedback — Separating Useful Signals From Personal Defensiveness
- Blind Spot Identification — Comparing Self-View With Colleague Observations
- Feedback Themes Summary — Grouping Comments Into Clear Development Areas

Day 3: Reviewing Strengths and Gaps

- Strengths Evidence Log — Recording Examples Where Skills Produced Visible Results
- Overused Strength Check — When a Talent Starts Creating Problems for Others
- Skill Gap Matrix — Comparing Current Capability With Next Role Expectations
- Case Examples From Healthcare and Engineering — How Professionals Redirected Careers
- Development Priority Ranking — Choosing Two or Three Areas to Pursue

Day 4: Goals, Habits and Progress Checks

- Growth Goal Statements — Defining Change, Success Evidence and Needed Support
- Learning Habit Design — Fitting Reading, Practice and Reflection Into Busy Weeks
- Stretch Task Selection — Using Everyday Assignments as Development Opportunities
- Line Manager Support Conversation — Agreeing Resources, Time and Visibility
- Progress Check Calendar — Scheduling Monthly Self-Reviews and Adjustments

Day 5: Practising the Personal Development Plan

- Reflective Journal Review — Drawing Patterns From the Week's Entries
- Feedback and Strengths Synthesis — Combining Evidence Into a Single Self-Profile
- Peer Plan Challenge — Testing Goals and Habits With Fellow Participants
- Setback Response Planning — Preparing Ways to Restart After Missed Goals
- Personal Development Plan — Finalising Goals, Habits, Support and Review Dates

Applying Self-Knowledge and Personal Development Planning After the Course

- Send three feedback requests to colleagues and add their answers to the feedback themes summary.
- Hold the first monthly progress check and discuss the result with the line manager.

Self-Knowledge and Personal Development Planning Questions FAQ

What is Self-Knowledge and Personal Development Planning and why does it matter now?

It is the practice of studying how you work and turning that insight into written growth goals. It matters now because responsibility for career growth has shifted towards individuals, and managers expect people to bring evidence and goals of their own.

Which roles gain most from Self-Knowledge and Personal Development Planning?

Professionals and individual contributors gain most. Specialists, technical staff and early or mid-career employees shaping their next step without a defined path benefit in particular.

How does Self-Knowledge and Personal Development Planning differ from a communication skills course?

It focuses on planning your own growth rather than on how you speak with others. A communication course practises listening and expression; this subject builds a feedback-based self-profile, growth goals, learning habits and a progress check routine.

What will you bring back from Self-Knowledge and Personal Development Planning?

You bring back a finished growth plan with goals, habits, support needs and review dates. You also return with a feedback themes summary and a strengths evidence log.

Self-Knowledge and Personal Development Planning: The Way Forward

The Personal Development Plan first informs which development areas to pursue over the coming months. The participant owns it and shares it with the line manager to agree support. After the first progress check, revisit the feedback themes and strengths evidence to judge whether the chosen goals still point towards the role the participant wants next.