

Personal Development for Owner Managers: Part 2: (with free personal development plan)

Emotional, Personal and Entrepreneurial Skills: Competences for the Small Business Owner

Introduction

As a management consultant and business advisor, I have had the opportunity to learn first-hand, the importance of personal development, in achieving business goals. Every year large ~~corporations,~~ corporations spend hundreds of thousands of pounds, developing their staff. They spend significant time, going through performance reviews and setting out plans for continual improvement, in order to remain competitive. Many have Learning and development departments, dedicated to initiating-delivering a strategy, to ensure staff deliver-perform their roles, skilfully. Small businesses cannot afford this luxury but the importance of personal development, is nevertheless importantcrucial, to growing and sustaining a small business.

This is part 2 of the article. Here, I talk through inexpensive, practical ways, to stay on ~~the-~~ the top of your game, from a business perspective. I explain the practical steps and methods required, to prepare a personal development plan. This plan can then be embedded, as part of your day ~~-~~ to day business activity, to help move your business forward.

It first looks at the context within which plans should be made, then the importance of personal development, before looking at how to critically assess development needs. It concludes with setting out a plan, reviewing it & moving the plan from theory to practice.

Vision & Mission: For Your Business/Self

What is meant by vision?

- Imaginative insight
- Statesman like foresight

What is a Vision Statement

Definition:

- Desired future state: the aspiration of the individual
- Where ~~do you want to be or~~ and what ~~do~~ you want to achieve, as a result of a desired future state?

Example: Vision

- Run a marathon
- Become recognized as among the best in your field of business

What ~~is meant by mission~~ does 'mission' mean?

- Goal or task
- Vocation

What is a Mission Statement

Definition:

- Overriding purpose in line with the values or expectations of the individual
- Statement of general principles to live by

Example: Mission

- Keep fit and healthy
- Provide good services

Vision & Mission Statement:

Write down your personal or business vision and mission statement, this provides your clients/customers with an instant grasp of what you/your business is about. It brings focus to your goal setting and helps to clearly articulate your objectives

How to Prepare a Vision Statement

First:

- Prioritise your future plans or goal, starting with what's most important. It may be that priorities are in order of a time frame that is, one goal may take longer to achieve, than another. This may also be in order of their importance or urgency to your business goals.

Second:

- ~~Make a list, then~~
- ~~Now~~-review what you have written

How to Prepare your Mission Statement

First

Make an assessment of where you are: what you are doing & how you are doing it, specifically relate this to your work/business or personal life.

Second

Apply your assessment along the following criteria:

- What is the practical purpose of your business now (the purpose of your business) Need to change wording, perhaps 'the objective and goals of your business' -
- ~~Now~~-review what you have written

Make an Assessment

To make an assessment, score yourself out of ten, in terms of where you are and where you want/need to be. Concentrate on the areas you have scored less well. This helps to identify how you are doing, in line with what you are trying to accomplish. Your mission & vision is general, personal development goals are specific.

Achieving your Mission and Vision Statement:

Practical Steps to Achieving your Mission Statement

- Business management- it is important that you plan and set yourself ~~a~~ guidelines on attaining and maintaining your mission statement
- Set realistic goals & follow these step by step in your service delivery or product quality

Some tips to help you achieve your vision



You will need to show, determination, self-awareness & honesty, self-motivation, you will need to seek opportunities and willingness to learn, if you are to reach your vision for your business.

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Your mission statement will provide pointers towards the realisation of your vision statement and be the ~~stepping-stone~~stepping-stones to it. Be precise, ~~to~~in setting the context ~~for~~of your personal development plan.



The Importance of Training & Development.

Learning through formal courses, seminars and workshops, whether via classroom, distance or electronic methods, particularly if accredited, helps:

- Validate skills & -competences
- Gain ~~the~~ respect and recognition for your work & knowledge
- Increases competence, to deliver better business service

Other Development ~~Activities~~Opportunities

- Other ~~Types~~ of personal development include activity groups, books & journals, networking, mentors, voluntary work, business coach, sector and/or professional memberships.

Considerations

When making the choice about the type of development activity best suits you, consider the following:

- Life- work balance, this will impact the route you take for your personal development activity
- Remember, when you are decideing on a method to develop ment path that, libraries, agencies & business organizations provide are a good source of information

Making a Decision on Personal Development Activity

- Refer to vision & mission statement
- Refer to ~~Y~~our business goals
- Consider commitments and responsibilities
- Conclude on what to do & develop a plan.
- Take your personal preferences into consideration

SMART Objectives

SMART are objectives that help to structure & provide clarity, to assist the ~~realization~~realisation of goals. It is a mnemonic meaning: Specific, Measurable, Achievable, Realistic, Time bound

Summary

Personal Development Plans:

- Action plans to help attain your business goals but only if implemented
- Help set a realistic agenda, for the attainment of development activities
- Provide a way of coordinating, monitoring and mapping personal and business development needs.

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20th October 2013. **LinkedIn Profile** <http://uk.linkedin.com/in/funmiade/>

Profile:

Ms Funmi Ade is a management consultant, business advisor and accredited tutor. She has many years experience, working with micro, small and medium businesses. Her expertise is in business growth, research and process development. She has sat on many committees and boards and is a Fellow of the Institute of Consulting.

Personal Development Plan

Key area of Development Method of Development (investigate)
What new skills or knowledge will be achieved by developing the above areas (look at course or development activity)
How will you apply this to your business? How does this fit into your mission (present) and -vision (long term)
Set an Action Plan (SMART objectives)
Review (using all learning)