

SKILLS
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PERSONAL DEVELOPMENT

The Skills You Need Guide to
Personal Development

SKILLSYOU[↑]NEED
Helping You Develop Life Skills

**The Skills You Need Guide
to Personal Development**

PERSONAL DEVELOPMENT

Skills You Need

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INTRODUCTION

Personal development is a lifelong process. It is a way for people to assess their skills and qualities, consider their aims in life and set goals in order to realise and maximise their potential.

Early life development and early formative experiences within the family, and in other settings such as at school, can help to shape us as adults. Personal development should not, however, stop later in life.

This book is designed to help you to identify the skills you need to set life goals that can enhance your employability prospects, raise your confidence, and lead to a more fulfilling, higher quality life. It aims to help you plan to make relevant, positive and effective life choices and decisions for your future to enable personal empowerment.

It contains information and advice to help you to think about your personal development and ways in which you can work towards goals and your full potential.

USING THIS BOOK

This book can be used to help with thinking about personal development at any level, from a small change like learning a new language to help when you go on holiday to a new place, to major changes like a new career. The processes and tools described can be used formally or informally, and also in full or in part.

The key is to take what you want and find useful at any given time, and leave the rest.