



the training  
& learning co.



# PERSONAL DEVELOPMENT CURRICULUM

From Vision To Action

## INTRODUCTION

### Purpose

The Personal Development Curriculum at TLC is designed to provide learners with a comprehensive and engaging programme of activities that promote their personal and emotional growth. This curriculum is an integral part of the TLC learning experience and aims to support learners in developing the skills, knowledge and attitudes needed to lead fulfilling and successful lives. Through a range of activities that are tailored to meet the needs and interests of each learner, this curriculum will provide opportunities for learners to explore their passions, build strong relationships, and develop the skills and knowledge needed to succeed in the 21st-century workplace.

### Approach

The curriculum will be delivered through a variety of teaching and learning styles, including group activities, individual projects, and reflective exercises. This approach will allow learners to engage with the content in a way that is meaningful to them, while also providing opportunities for collaboration and peer support. The curriculum will be regularly reviewed and updated to ensure that it remains relevant and aligned with the latest guidance and expectations from relevant organizations.

### Benefits

By participating in the Personal Development Curriculum, learners will gain a range of skills and knowledge that will support their personal and professional development. This may include enhanced self-awareness and emotional intelligence, improved critical thinking and decision-making skills, and increased confidence and resilience. Through this curriculum, learners will also have the opportunity to build strong relationships with their peers and delivery team members, which can provide valuable support and guidance as they progress through their learning journey.

### Commitment

The Personal Development Curriculum is an important aspect of the TLC learning experience, and learners are encouraged to fully engage with the content and activities. To maximize the benefits of this curriculum, learners are expected to approach their learning with an open mind, a positive attitude, and a commitment to personal growth. The TLC delivery team members will be on hand to provide support and guidance throughout the programme, and learners will have regular opportunities to reflect on their progress and evaluate the impact of their learning.

### Outcomes

The Personal Development Curriculum at TLC is designed to help learners achieve a range of outcomes that will support their personal and professional growth. These outcomes may include improved communication skills, enhanced problem-solving abilities, and greater confidence and resilience in the face of challenge. By participating in the curriculum, learners will also gain a deeper understanding of their strengths, interests, and values, which will inform their future career choices and personal goals. Ultimately, the curriculum is designed to equip learners with the skills and knowledge needed to lead successful and fulfilling lives, both personally and professionally.



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## GOALS & OUTCOMES

### Goals

To foster positive relationships and respect for others, TLC will create a supportive learning environment that encourages positive interactions among learners and helps them to develop respect for others, regardless of their differences. This will be achieved through various activities and exercises that focus on empathy, active listening, and understanding.

When promoting self-awareness and personal growth, TLC recognizes the importance of self-awareness in personal and professional development. As a result, the curriculum is designed to help learners gain a deeper understanding of their strengths and weaknesses, values, and goals. This will be done through reflective exercises, self-assessments, and group discussions.

Critical thinking and decision-making skills are essential for success in today's rapidly changing workplace. To develop critical thinking and decision-making skills, TLC will help learners develop these skills through interactive discussions, case studies, and problem-solving exercises. This will enable learners to analyze information, evaluate options, and make informed decisions.

In order to succeed in the 21st-century workplace, learners need to develop skills such as communication, teamwork, and time management. To prepare learners for success in the 21st-century workplace TLC will provide learners with opportunities to practice these skills in a supportive and safe environment. This will help them to become confident and effective communicators, collaborators, and time-managers.

### Outcomes

Learners will have a strong sense of self-identity and will be able to express their feelings and thoughts effectively. By the end of the training, learners will have a better understanding of who they are and what they want to achieve. They will be able to communicate their thoughts and feelings effectively, both verbally and in writing. This will help them to build stronger relationships with others and make informed decisions.

Learners will have developed critical thinking skills and the ability to make informed decisions. Through the training, learners will develop the skills to analyze information, evaluate options, and make informed decisions. This will help them to become more confident and effective problem-solvers, both in their personal and professional lives.

Learners will have a good understanding of how to form and maintain positive relationships in a diverse society. TLC values diversity and recognizes the importance of positive relationships in a diverse society. Through the curriculum, learners will learn how to form and maintain positive relationships with others, regardless of their differences. This will help them to become more effective communicators, collaborators, and team players.

Learners will have the skills and knowledge needed to succeed in the 21st-century workplace. By the end of the training, learners will have the skills and knowledge needed to succeed in the 21st-century workplace. They will be able to communicate effectively, work effectively in teams, and manage their time effectively. These skills will help them to be more productive, confident, and successful in their personal and professional lives.



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## THEMES & TOPICS

### Relationships and Respect

Under the theme of Relationships and Respect, TLC aims to cover various key topics that help learners understand the importance of positive relationships and respect for others in daily life.

**Understanding and valuing diversity:** This theme focuses on educating learners about the importance of diversity and how to respect and value differences among people. The aim is to help learners develop a positive attitude towards diversity and foster inclusive environments.

**Building and maintaining positive relationships:** This theme emphasizes the importance of strong relationships in life, both personal and professional. Learners will be taught various strategies for building and maintaining positive relationships, including effective communication, active listening, and empathy.

**Understanding and managing emotions:** Emotions play a crucial role in shaping our thoughts, feelings, and behavior. This theme helps learners understand their own emotions and how to manage them in a healthy way. Learners will also learn how to recognize and respond to the emotions of others.

**Conflict resolution:** Conflicts are a natural part of life, but they can be stressful and challenging to manage. This theme focuses on teaching learners how to resolve conflicts in a peaceful and respectful manner. Learners will learn various strategies for negotiating and mediating disputes, and they will have opportunities to practice these skills in simulated conflict situations.

### Personal Growth and Self-awareness

The aim of this theme is to help learners develop a better understanding of themselves and their emotions, and to promote personal growth and self-awareness.

**Understanding emotions and feelings:** This theme explores the nature of emotions and feelings and how they affect our thoughts and behavior. Learners will learn about different emotions and how to identify and express them in a healthy way.

**Understanding self-identity and values:** This theme helps learners understand who they are and what is important to them. Learners will be encouraged to reflect on their personal values, beliefs, and goals and how they shape their lives.

**Developing resilience and coping skills:** Life can be challenging, and it's important to be able to bounce back from setbacks and challenges. This theme focuses on teaching learners how to develop resilience and coping skills so they can persevere through difficult times.

**Encouraging positive self-talk and a growth mindset:** Our thoughts and beliefs shape our reality, and it's important to be mindful of the way we talk to ourselves. This theme emphasizes the importance of positive self-talk and a growth mindset, and teaches learners how to develop a positive outlook on life and their abilities.



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## Critical Thinking and Decision-making

Understanding and evaluating information sources: In the 21st century, information is readily available, but it's not always accurate or trustworthy. This theme focuses on teaching learners how to evaluate information sources and distinguish between reliable and unreliable sources.

Developing problem-solving skills: This theme emphasizes the importance of critical thinking and problem-solving skills in both personal and professional life. Learners will be taught various strategies for approaching and solving problems, including brainstorming, cause-and-effect analysis, and decision-making tools.

Making informed decisions: Effective decision-making requires an understanding of the problem, the options, and the consequences. This theme focuses on teaching learners how to make informed decisions based on accurate information and sound reasoning.

Encouraging reflection and evaluation: Reflection and evaluation are crucial for personal growth and improvement. This theme encourages learners to reflect on their own decision-making process and evaluate the outcomes of their decisions.

## Workplace Readiness

TLC will equip learners with a range of skills and knowledge that are essential for success in today's rapidly changing workplace environment. The focus will be on developing four key areas:

Communication skills: Effective communication is a critical component of success in the workplace. The TLC training program will help learners develop their communication skills, including active listening, effective speaking, and written communication. This will help learners to articulate their thoughts and ideas in a clear and concise manner, both individually and as part of a team.

Teamwork and collaboration: Collaboration is becoming increasingly important in the workplace, and the TLC training program will help learners develop the skills they need to work effectively in a team. This will include developing skills in negotiation, consensus building, and conflict resolution.

Time management and prioritization: In today's fast-paced work environment, being able to effectively manage time and prioritize tasks is essential. The TLC training program will help learners develop strategies for managing their time and tasks, including goal setting, prioritization, and delegation.

Adapting to change and uncertainty in the workplace: The pace of change in the workplace continues to accelerate, and it's important for learners to be able to adapt to these changes. The TLC training program will help learners develop resilience, flexibility, and the ability to handle uncertainty and change in a positive and productive manner.

These themes and topics are designed to give learners a comprehensive understanding of the skills and knowledge they will need to succeed in the 21st-century workplace. By focusing on developing a range of key areas, the TLC training program will help learners to grow and thrive in their personal and professional lives.

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## TEACHING & LEARNING

At TLC, we believe that everyone learns differently and therefore, we aim to provide a diverse range of teaching and learning methods to cater to the needs of all learners. Some of the teaching styles used may include interactive lectures, group discussions, role-playing activities, and reflective exercises. These methods help to engage learners and enhance their learning experience.

Additionally, learners will have opportunities to reflect on their personal development and evaluate the impact of the Personal Development Curriculum on their growth. This helps to foster self-awareness and encourages learners to take an active role in their own learning journey.

The Personal Development Curriculum will be delivered using a variety of teaching methods to meet the diverse needs of learners. This may include lectures, discussions, group work, role-plays, and reflective activities. The aim is to create a dynamic and engaging learning environment that encourages learners to participate and actively engage with the material.

The curriculum will also allow for self-reflection and personal evaluation. Learners will be encouraged to reflect on their own personal development journey, including the skills and knowledge they have gained, and the impact this has had on their lives. This reflective process will support learners in recognizing their own personal growth and help to build a sense of pride and confidence.

## MONITORING & EVALUATION

To ensure that the Personal Development Curriculum is effective, regular assessments will be conducted to monitor the impact of the program on learners' personal and emotional growth. This will help to identify areas of strength and areas that may need further development.

In addition, feedback from learners and instructors will be collected and used to inform future planning and development. This ensures that the Personal Development Curriculum remains relevant and meets the evolving needs of learners and society. The goal is to continuously improve the program and provide the best possible support for learners' personal growth and development.

Regular assessments will be used to monitor the impact of the Personal Development Curriculum on learners' personal and emotional growth. This could include self-assessments, peer evaluations, and instructor evaluations. The assessments will provide important feedback on the effectiveness of the curriculum and highlight areas for improvement.

Feedback from learners and instructors will be used to inform future planning and development. Instructors will regularly gather feedback on the curriculum, the teaching methods used, and the overall impact of the program. This feedback will be used to make changes and improvements to the curriculum to ensure that it continues to meet the needs of learners.

Overall, the Personal Development Curriculum will be continuously monitored and evaluated to ensure that it is effective in supporting learners in their personal and emotional growth.



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## SUPPORTING THE PERSONAL DEVELOPMENT CURRICULUM

The Personal Development Curriculum is designed to provide learners with the knowledge and skills necessary to develop their personal and emotional growth.

The curriculum is structured around four themes: Relationships and Respect, Personal Growth and Self-awareness, Critical Thinking and Decision-making, and Workplace Readiness.

Each theme contains a number of topics that will be covered in a variety of teaching and learning styles to meet the needs of all learners.

The goal of the Personal Development Curriculum is to foster positive relationships and respect for others, promote self-awareness and personal growth, develop critical thinking and decision-making skills, and prepare learners for success in the 21st-century workplace.

To support a personal development curriculum, the following could be offered to learners:

- A safe and supportive learning environment where learners feel comfortable to express themselves and take risks.
- Opportunities for self-reflection, such as journaling or individual check-ins with instructors.
- Access to resources and tools, such as books, videos, and online materials, to support their personal growth and development.
- Engagement in hands-on activities and projects that challenge learners to apply the skills and knowledge they have acquired.
- Group discussions and peer support to encourage collaboration and the sharing of experiences and insights.
- Regular assessments and evaluations to measure progress and identify areas for further improvement.
- Individualized support and guidance from instructors to address specific learning needs and goals.
- Opportunities for learners to give and receive feedback to and from their peers and instructors.
- Recognition and celebration of individual and group achievements to foster a sense of pride and accomplishment.

## EXPECTATION OF LEARNING COACHES

The expectations placed on learning coaches in supporting a Personal Development Curriculum are high. They are responsible for facilitating a safe and supportive learning environment where learners can grow and develop.

Learning coaches must have a good understanding of the Personal Development Curriculum themes and topics and be able to effectively communicate this to learners. They must be able to use a variety of teaching and learning styles to meet the needs of all learners, including those with diverse backgrounds and learning styles.

Additionally, learning coaches must be skilled in providing constructive feedback, monitoring learner progress, and fostering reflection and evaluation. They must also be able to manage challenging situations and provide appropriate support for learners as needed. The role of a learning coach is critical in ensuring the success of a Personal Development Curriculum.

There are a number of practical examples that learning coaches can use to support a personal development curriculum:

- Encouraging active participation in class discussions: Learning coaches can encourage learners to actively participate in class discussions, where they can reflect on their own experiences, share their thoughts and ideas, and learn from the experiences of others.
- Providing opportunities for self-reflection: By providing opportunities for self-reflection, learning coaches can help learners develop a deeper understanding of their own emotions, thoughts and values, and explore how these impact their relationships and decision-making.
- Encouraging critical thinking: Learning coaches can encourage learners to critically evaluate information and arguments, and to develop their problem-solving skills. This can be done through activities such as debates, case studies and scenario-based learning.
- Providing feedback and support: Regular feedback and support from learning coaches is important in helping learners develop their personal and emotional growth. This can include constructive criticism, praise, and guidance on areas for improvement.
- Promoting teamwork and collaboration: Learning coaches can encourage learners to work together in groups and to develop their teamwork and collaboration skills. This can be done through activities such as group projects, team-based challenges, and group discussions.



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## EMBEDDING PERSONAL DEVELOPMENT

At The Learning Company (TLC), we believe that personal development is a crucial component of any successful apprenticeship curriculum. While technical skills are essential, soft skills are just as critical in today's workforce. Personal development can help apprentices develop a range of soft skills, including communication, problem-solving, leadership, and time management, that are essential in the dynamic and fast-paced work environment of the 21st century.

Soft skills refer to personal attributes that enable individuals to work effectively with others. In contrast to technical skills, which can be taught in a classroom or through hands-on training, soft skills are often developed through experience and self-reflection. As such, apprenticeships provide a unique opportunity for individuals to develop these skills in a real-world setting, with the guidance and support of experienced professionals.

Personal development is a holistic approach to learning that emphasizes the development of the whole person, rather than just technical proficiency. It can help apprentices develop a range of skills beyond the technical skills required for their role, including emotional intelligence, self-awareness, and resilience. These skills are highly valued by employers, as they are essential for success in the modern workplace.

At TLC, we believe that personal development should be an integral part of any apprenticeship curriculum. Our approach to personal development focuses on creating a supportive and empowering learning environment. We provide apprentices with access to a range of resources, including mentors, coaches, workshops, and training programs. We encourage apprentices to reflect on their own strengths and weaknesses, set goals for personal growth, and engage in self-directed learning.

Incorporating personal development into an apprenticeship curriculum requires a systematic approach that focuses on integrating personal development into all aspects of the program. This includes setting clear expectations for personal development, providing regular feedback, incorporating personal development into the curriculum, and encouraging learning outside of work. By embedding personal development into the curriculum, apprentices can develop not only the technical skills required for their role but also the soft skills required for success in the modern workplace.

In conclusion, at TLC, we believe that personal development is an essential part of any successful apprenticeship curriculum. By focusing on personal development, we can help apprentices develop the soft skills they need to succeed in their roles and advance their careers. We provide a range of resources and support to help apprentices grow and develop in all areas, creating a supportive and empowering learning environment. By following the approach outlined in this document, you can design an apprenticeship curriculum that cultivates personal growth, giving your apprentices the skills they need to succeed in their careers.



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TLC will take the following steps to embed personal development into the apprenticeship curriculum:

## Step 1: Start with Self-Reflection

We encourage all our apprentices to engage in self-reflection. This means taking the time to think about their goals, strengths, and weaknesses. We ask them to consider what areas they would like to develop, both personally and professionally, during their apprenticeship with us. This exercise is essential to identifying the skills they need to succeed in their role.

## Step 2: Set Clear Expectations

We believe in setting clear expectations from the outset. It's important that our apprentices understand what personal development means to our organization and how it is important in their overall development. We communicate to them that personal development is a continuous process and that they will need to be open to learning and growing throughout their apprenticeship.

## Step 3: Provide Regular Feedback

Regular feedback is crucial to our apprentices' development. We provide both positive feedback and constructive criticism, with a focus on both technical and soft skills. We also encourage our apprentices to reflect on their progress and identify areas for improvement. This way, they become more self-aware and can make better decisions in their work.

## Step 4: Encourage Learning Outside of Work

We encourage our apprentices to attend workshops, seminars, and training programs that can help them develop their skills and knowledge. We also offer online resources and tools that they can access in their free time. We believe that learning shouldn't just happen in the workplace but should be a lifelong pursuit.

## Step 5: Provide Mentoring and Coaching

At TLC, we assign mentors or coaches to our apprentices. These individuals provide guidance and support to help them develop their skills and overcome any challenges they may face. Our mentors and coaches act as role models and help our apprentices to develop professionally and personally.

## Step 6: Incorporate Personal Development into the Apprenticeship Program

We design our apprenticeship programs in such a way that personal development is an integral part of them. We provide opportunities for our apprentices to work on projects that help them develop their soft skills. We also encourage them to participate in cross-functional projects, where they can develop their teamwork and communication skills.

## Step 7: Celebrate Successes

Finally, we celebrate our apprentices' successes, no matter how small they may seem. This is important in building their confidence and motivation to continue developing their skills.

In conclusion, personal development is a vital part of any successful apprenticeship program. By following the steps outlined in this guide, we can help our apprentices develop into well-rounded and successful professionals. At TLC, we are committed to providing an environment that fosters personal and professional growth.