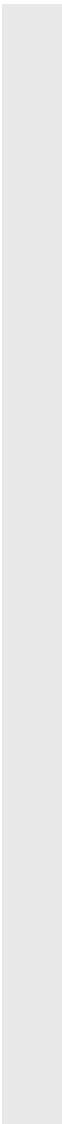


NGM Portfolio Preparation

Semester 3

This Session Will Include:

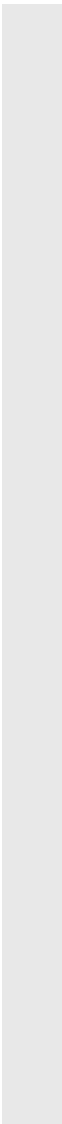
- Where are we now?
- Upcoming deadlines
- Portfolio Structure
- Review Feedback
 - PDPs
 - PODS
 - Reflections
 - Tips for Portfolio Design



Upcoming Deadlines

Portfolio Submission Final Date

- ☞ The soft copy submission is due the 1st December 2018
- ☞ The hard copy submission is due the 3rd December 2018, between 3-6 PM, Saudi time.
- ☞ Penalties for later submissions will apply (5% per late day)
- ☞ Normal Plagiarism rules will apply
- ☞ Required:
 - ☞ Soft copy (share via Google drive to the following address: ngmportfolio2018@gmail.com at 11:00 pm Saudi time.
 - ☞ 2 Hard copies, one of them should be hard bound copy.
 - ☞ The portfolio should be delivered to Prof. Sarah or Ms. Abeer in office No. 2.500.42.
 - ☞ Name it: NGM Portfolio Student Name Student Number
 - ☞ The soft copy submission file cannot be altered after the due date (1st dec). Any files edited after this date will be deemed as late submissions



Podminder

Must reflect true reality of all PODs and reflections completed.

1. Please review your PODminder to ensure that it is an accurate account of the number of PODs that you have actually completed.
2. All students must print and include the Summary page of PODminder (the one with the progress graphs) and include it in the final portfolio submission.

Portfolio Elements

What is this again?

How will it come
together?

What will it look like?



The Portfolio

- Personal and career development
- Business and society
- Research
- Digital media and communication

➤ Reflections

➤ Personal Development Plan (PDP)

Remind Me:

What will my NGM
Portfolio consist of?

Section 1:

- Overall reflection on your personal development during NGM – 1500 words
- (Include your PDP)

Section 2:

- Personal & Career Development Reflection (Synthesis) - 1500 words
- POD Reflections (Min of 10 POD points)

Section 3:

- Business and Society Reflection (Synthesis) - 1500 words
- POD Reflections (Min of 10 POD points)

Section 4:

- Digital Reflection (Synthesis) - 1500 words
- POD Reflections (Min of 10 POD points)

Section 5:

- Research Reflection (Synthesis) - 1500 words
- POD Reflections (Min of 10 POD points)

Synthesis for each theme

How do I write a
synthesis?

- Overall reflection (1,500 words) for each NGM Theme
- A synthesis is a combination of elements (PODS) to form a connected whole (Overall Reflection).
- Discuss the PODS you completed
 - Reflect back on your POD activities and discuss
 - Why did you choose these PODS?
 - How do the PODS you completed build together to strengthen your competencies, knowledge under this theme
 - How do these PODS link to your PDP?
- Choose two trends and discuss
 - Identify and discuss trends in detail
 - How will this affect your role as a manager/leader?
 - How will this affect your role in your chosen career?
 - What will do in the future as a result of these trends?

Students must include academic and industry research to support opinion, facts etc.

Overall NGM Synthesis

Reflect on your NGM
journey.

- Overall reflection (1,500 words) for your NGM journey
 - Identify two overarching key learnings and discuss
 - Link back to PODs
 - NGM classes
 - NGM assignments
 - Aid argument, discussion with academic and industry research

Remind Me:

What will my NGM
Portfolio consist of?

Portfolio elements

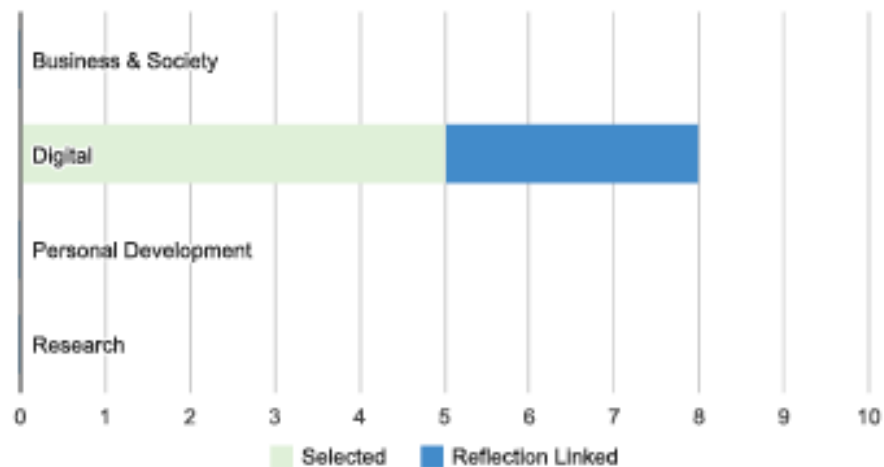
- Table of Contents
- Detailed list of PODs under each theme
- Summary Page from PODMinder
- NGM Synthesis (Overall NGM Reflection)
- Sections 1-5 (previous slide)
- PDP
- Page Numbers
- Evidence
- References

Example of Podminder Summary Screenshot

You need to provide this as proof of evidence you have collected 40 POD points.

My Progress

Welcome to DCU Pod Minder. Your progress for each theme is shown below. You must reach a weight of 10 for each pod theme, for a total weight of 40 overall.



Detailed list of all PODS under each theme

You need to provide this as proof of evidence you have collected 40 POD points.

Business & Society

Subtotal	0
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Digital

Use Case Development	3
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Photoshop Beginners workshop - (Participant)	2
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CodeAcademy JavaScript 🔗 (/download-pod-reflection/3460)	2
--	---

DublinBeta 🔗 (/download-pod-reflection/3459)	1
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Subtotal	8
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Personal Development

Subtotal	0
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Research

Subtotal	0
-----------------	----------

Total Weight	8
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Reflection Feedback

Management and Career Development Theme

Business and Society Theme

Digital Theme

Research Theme

I may not be
there yet, but I
am closer than I
was yesterday.

Let's reflect on your
reflections.



1. Students are not using reflection criteria headings

This causes students to miss out on answering critical questions.
→ This may result in loss of marks.

2. “I think”, “I know” is not enough to build a strong argument.

You need to support your statements by referring to specific past experiences, academic and industry research.

Refer back to the Writing Workshop slides run by Prof. Jenny Kennedy.

Example:

According to Alan “insert definition of communication”...

Research states that effective leaders need to have good communications skills (insert source).

I want to be an effective leader and I decided to enhance my communication skills because at the moment my skillset is poor. It is poor because (link back to a specific example in the past)

Research says that doing these activities (insert activity) can enhance my communication skills (insert reference).

This is why I chose to do presentation skills workshop.

3. Overly descriptive in reflection sections 1 & 2.

Tell us enough to understand the POD activity.

1. Description – Details of the event
2. Self Analysis – Your thoughts before the event (YOU)
3. Analysis of Learning – The learnings from the event or activity
4. Application in Context – Those learnings relevant to you (YOU)
5. Evaluation – Critical analysis of those learnings
6. Self-Concept – After evaluation, how do those learnings change you (YOU)
7. Action – As a result of those learnings/change in self concept,
what have you done or plan to do to put that into practice (action/application)

Before the learning
event or activity

After the
learning
event or
activity

(Mitchell & Coltrinari 2001)

4. Reflection Aesthetics poor

- Check spelling
- Do not use bold font.
- Do not use red for headings.
- Do not start a sentence with a small letter.
- Please use font Times New Roman size 12 spacing 1.5. Do not ... in reflections.

5. Too short

One word, one sentence are not enough.
A reflection should approx. be 1200-1500 words.

6. Students are not referencing correctly

You need to include academic references with each reflection. You must cite in text and in bibliography correctly.

You also need to reference any imagery you include.

Check DCU Library Citing and Referencing Guide.

7. POD weight should be specified with each reflection

Reminder for students to use reflection criteria headings.

8. Not linking to PDP correctly

Stating “this links to my PDP” is not enough.

Students must link to specific career goal or manager/leader competency.

e.g. When I am in the workplace I will use communication skills when delegating tasks to my employees.

Support statements as such with academic and industry research.

9. Link in Management and Career Development assessments into your reflections

“My findings from Jung’s Personality Assessment stated that I am an introvert and I have a tendency to shy away from conflict. I chose to undertake a POD activity in Conflict Management in order to develop my competencies in conflict handling. Research shows that effective leaders must embrace conflict and not ignore it.”

10. Link in i) MSc AND NGM Learning Objectives into your reflections and ii) other PODS

LO6 Apply a range of business research techniques, both qualitative and quantitative

Example

This POD activity allowed me achieve an NGM module learning outcome by teaching me how to apply a business research qualitative technique. This links back to the R-Workshop POD activity which to strengthen my business research quantitative skills. I know feel quite comfortable with applying a range of business research techniques to industry projects.

11. Students struggling with last parts of reflection

Keep focus and reflect.

Sections 4-7 most important.

1. Description – Details of the event
 2. Self Analysis – Your thoughts before the event (YOU)
 3. Analysis of Learning – The learnings from the event or activity
 4. Application in Context – Those learnings relevant to you (YOU)
 5. Evaluation – Critical analysis of those learnings
 6. Self-Concept – After evaluation, how do those learnings change you (YOU)
 7. Action – As a result of those learnings/change in self concept, what have you done or plan to do to put that into practice (action/application)
- (Mitchell & Coltrinari 2001)
- Before the learning event or activity
- After the learning event or activity

PDP Feedback

Next Generation Management

1. Use PDP Structure Criteria

Answer all questions.

Short Term Development	Competency to be developed	Rationale (Why do you need to develop this competency? Refer to literature, research & Leader competency framework where relevant. Focus on leadership, personal, social & technical competencies)	Proposed Development Action(s) (How am I going to improve this competency?)	Time Scale (i.e. 3, 6, 12 mths)	Evidence of completion	Reference to relevant POD/ Reflection
	(a)					
	(b)					
	(c)					
	(d)					
	(e)					
Long Term Development	(a)					
	(b)					
	(c)					

TIPS for PDP (Rationale)

1. Provide a definition for competency using academic and/or industry research.
2. Relate this back to your career goal or being a manager/leader.
3. Relate this back to your personal experience.
4. Relate it back to your Management Career and Personal Development assessments.

Any questions

THANKS!

For any questions, Please contact :

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