# PERSONAL AND PROFESSIONAL DEVELOPMENT IN SOCIALWORK PRACTICE

**Learner Objectives :**

1. Understanding the process of self-awareness and relevance of self-wareness for personal and professional development.
2. Develop practice based skills and positive life skills for competence in personal life and professional practice.
3. Undersatnd and uphold professional values and ethics.


**1. Self and Self Awareness**
i.      Significance of understanding self
ii      Meaning of self : self concept, self esteem, self image and self cceptance
iii.    Self as "being" and "becoming
iv.     Factors affecting self : attitudes and values
v.      Understanding one‟s own emotions and self defeating behaviour.
vi.     Reactions of self to various life situations :-Achievements, frustration, failures, crisis.

**2. Techniques of understanding self : ( Intra and interpersonal)**
i. Transactional Analysis
ii. SWOT analysis
iii. Jo-Hari window
iv.  Mirror reflection techniques
v.   Six thinking Hats techniques

**3.  Self Development**
i.  Concept and need for self development.
ii  Difference in real self and ideal self.
iii. Setting goals for self development.
iv. Achievement orientation and striving behaviour.
v.  Use of yoga, meditation for self development

**4.   Communication for effective functioning**
I Concept, definition and principles of communication
II Elements of communication
III Types of communication
IV Blocks and distortions in communication
V Developing skills for effective interpersonal relationships: Listening, observation, use of appropriate language, facilitation, responding
VI Written communication skills: formal writing and creative writing
VII.   Public speaking: planning, preparation, presentation

### 5. Development of Professional Self
i.   Concept of professional personality
ii.  Professional values and value conflict
iii. Professional ethics and ethical dilemmas

### 6. Attributes of Professional Personality
i.   Qualities & traits
ii.  Values and attitudes
iii. Creativity
iv.  Habits
v.   Skills

### 7. Stress and Burnout in Professional Practice
I    Causes and impact of stress
II   Stress management
III. Causes and impact of burnout
IV.  Prevention of and coping with burnout

8. Professional Integrity, Competence and Internalization of professional values. Honesty, Professional knowledge, Lifelong Learning, Critical thinking, Ethical decision making, Self -Understanding, Acceptance of self and others, Self control,

**Personal and Professional Development**

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