



Personal and Professional Development (PPD) Plus

I. Introduction

"The Personal and Professional Development Plus" (PPD Plus) is one of the unique programs that Language Training and Professional Development Unit (LTPDU) is offering to all graduating students of De La Salle Medical and Health Sciences Institute (DLSMHSI). It is an Interview-Oriented Training Program for the overall personality development of aspiring candidates. In today's competitive world, one needs to assiduously cultivate his/her skills acquired by realizing his/her potentials and by learning how to project his/her most desirable personality traits fully and confidently in his/her ideal workplace.

This program provides the candidate a unique opportunity for self-realization and introspection, which enables him/her to peep into his/her own psyche. It further provides the candidate with essential guidance and assistance to overcome his/her shortcomings and self-insecurities. Personality Plus prepares the candidate to face the interviews boldly and manifest his/her well-rounded personality, effectively. It then molds his/her attributes to attain a winning edge at the interviews in the workplace of his/her choice. The Program will have the following components:

1. Introduction to PPD Plus
2. Executive Presentation (Social Graces/Power Dressing)
3. Interview 101
4. Executive Communication (Resume Writing)
5. Culminating Activity/Mock Interview

Features:

1. Pool of Professional Trainers/Coaches
2. Well-known Speaker in Power Dressing and Social Graces
3. Conducive Learning Classroom
4. Learning Modules
5. Mock Interviews





II. Program Implementation

Ideally, the program should be held once every term through face-to-face lectures and mock interviews. The Chair reserves for rooms/venues where the lectures and mock interviews should be held. However, due to the pandemic where face-to-face implementation of lectures is limited, the Unit proposes to implement the program through an online synchronous and asynchronous mode of delivery.

A specific course with the name Personal and Professional Development (PPD) Plus is created in the iLS.Cloud where the Chair shall enroll all graduating students. The recorded lectures will be uploaded in the said course and will be open to all students until the end of each term. A simple activity will also be prepared to ensure that students accessed the course.

Moreover, mock interviews shall be held via online platform (Zoom, Google Meet, Cisco Webex, or Microsoft Teams) whichever is more appropriate to both the students and interviewers. Each student is given a maximum of 12-15 minutes for the mock interview.

Once all students had undergone the mock interview, the interviewers should submit their assessment to the students through the rubrics (see appendix) provided by the Unit.

III. Roles and Responsibilities, and Rate of Lecturers

Lecturers shall be invited to facilitate the program. The following are their roles and responsibilities:

1. Prepare module contents;
2. Teach the module contents via the designated platform;
3. Monitor the students' progress through the administration of formative assessments; and
4. Report to the Director for Center for Internationalization, Academic Affiliations and Engagements about the program's development.

It is also proposed to have a standard special rate for the lecturers regardless of their rank and status. Below is the proposed rate:

Table 1: Proposed Rate per Lecturer

Task	Rate/hr	Maximum Time to be Compensated
Module Preparation	500	2 hours
Lecture (Synchronous)	750	1 hour

IV. Rate for Monitoring and Evaluation

Of the learning sessions in the program, the fourth module or Executive Communication or Resume Writing shall be required to monitor and evaluate the students' outputs. Thus, the rate of the invited lecturer based on the number of hours is also proposed. Please refer to Table 2.





Table 2: Number of Equivalent Monitoring Hour/s per Student

No. of Students	No. of Hours
1-40	1 hour
41-80	2 hours
81-120	3 hours
121-160	4 hours
161-200	5 hours

V. Roles and Responsibilities of Interviewers

As part of the program, interviewers shall also be invited. Professionals from the field of Health Sciences shall be the first choice to be invited to the program. The number of interviewers to be invited depends on the number of enrolled students. The ratio of the interviewer to students is 1:15. The following are their roles and responsibilities:

1. Prepare interview questions;
2. Take part in mock interviews for students;
3. Assess the students' performance during mock interviews; and
4. Report to the Director for Center for Internationalization, Academic Affiliations and Engagements about the program's development.

It is also proposed to have a standard special rate for all the interviewers. Below is the proposed rate:

Table 3: Proposed Rate for Interviewers

Task	Rate/hr
Mock Interview	750

VI. Review of PPD Plus Guidelines

These guidelines were updated based from the previous guidelines made by previous Chairs of the Unit. The Director of CIAAE together with the Chair of LTPDU shall review the guidelines annually to ensure that it remains current and appropriate to the changing needs of the DLSMHSI community, the department, and its objectives.





Appendix

Rubric for Mock Interview

Score:

1: Needs improvement

2: Fair

3: Satisfactory

4: Very Satisfactory

5: Outstanding

CATEGORY	SCORE	COMMENTS
I. RESUME <ul style="list-style-type: none"> Is resume professional and neat? Is resume free of errors? Does resume “sell” examples of transferable skills? 	1 2 3 4 5	
II. APPEARANCE AND POISE: <ul style="list-style-type: none"> Is interviewee punctual? Is interviewee dressed professionally and appropriately? Does the interviewee appear confident and poised? Does interviewee maintain good posture? Does interviewee make eye-contact with the interviewers? 	1 2 3 4 5	
III. SKILL PRESENTATION: <ul style="list-style-type: none"> Does interviewee answer content of each question clearly? Does interviewee “sell” their skills? Does interviewee appear prepared and knowledgeable about the position they are applying for? Does interviewee reference items on their resume? Does interviewee appear to give straightforward, honest responses? Does interviewee come across as someone who can work well with others? 	1 2 3 4 5	
IV. DELIVERY AND LANGUAGE		





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<ul style="list-style-type: none"> Does interviewee use proper language and enunciate their responses? Is the interviewee professional, and mature throughout the interview? Does the interviewee answer questions with appropriate wait time? Does interviewee avoid distracting mannerisms and phrases? ("ums", tapping, hair twirling, etc.) 	1	2	3	
		4	5	

Note: This rubric is based on University of North Carolina Wilmington Mock Interview Rubric. Moreover, the Likert Scale was based on the OVCA Form 125.

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