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Unit 345 (M&L 9): Manage personal and professional development

Handout 1: Identify personal and professional development requirements

Continuous development

- Continuously trying to improve both your skills and the way you work

- Undertaking activities that improve your knowledge about yourself

- Developing your skills and realising your potential

Benefits of continuous development to you

- Opportunity to improve weaknesses and gain new skills

- Motivational effect

- Increased ability to embrace changes/challenges

- Possible financial reward/promotion

- Increased employability

Benefits to your organisation

- Improves employee skill base

- Continually matches employees' skills to those required for the job

- Motivates staff and can therefore increase productivity

- May improve staff retention if employees feel they are valued

Informal evaluation

To critically look at how you carried out a job

To identify and analyse any problems that came up

To analyse difficult or challenging tasks and identify factors that would have made them easier

To analyse tasks that went well and identify the factors that contributed to the success

Formal evaluation

- Appraisal/performance review

- Carried out by the line manager

- Skills and performance assessed against the standards required by the job

- Feedback given to the individual

- Plan of action created to assist in the individual's development or in improving personal performance

Self-assessment

What are you good at?

• What are your strengths and how can you prove this?

What do you need to improve?

• What areas do you need to develop?

• Why do you feel they need to be improved?

• How can you improve your performance in that area and

• What assistance do you need?

What future development would you like to have?

• What experience or skills do you feel you need
to have to progress in the future?

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A SWOT analysis

Strengths

Weaknesses

Opportunities

Threats

Training needs analysis

Training and development must meet both individual needs as well as business needs.

A training needs analysis (TNA) aims to identify the gap between the knowledge, skills and actual performance of the workforce and the knowledge, skills and performance the organisation requires to be most effective.

Knowledge and skills	Training gap	Knowledge and skills
possessed	$\rightarrow\rightarrow\rightarrow$	required

How to carry out TNA

- Job analysis to identify the duties and the knowledge and skills required.

- Identify training needs, by eg:
  - surveys/questionnaire
  - individual interviews with managers and staff.

Information on professional development needs

- Identify trends and developments in the profession

- Evaluate current and future development needs relating to the role, the team and the organisation

- Sources of information on development requirements:
  - HR department
  - employment agencies and job advertisements
  - trade associations and professional bodies
  - sector skills council
  - National Occupational Standards.