

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

Handout 2: Professional development

Continuing professional development (CPD)

Many occupational areas demand that you maintain or add to your skills.

Keeping present skills up to date or learning new ones.

Vital for individual development as well as organisational improvement.

Personal learning or development plan (PDP)

Appraisal often results in a personal learning/development action plan.

An appraisal offers you feedback on your performance, highlighting strengths and indicating areas for development.

These areas are likely to be agreed with you and recorded in a development plan.

Some areas may be personal to you, but some may be requirements of the job.

Learning activities

- On the job
- Off the job

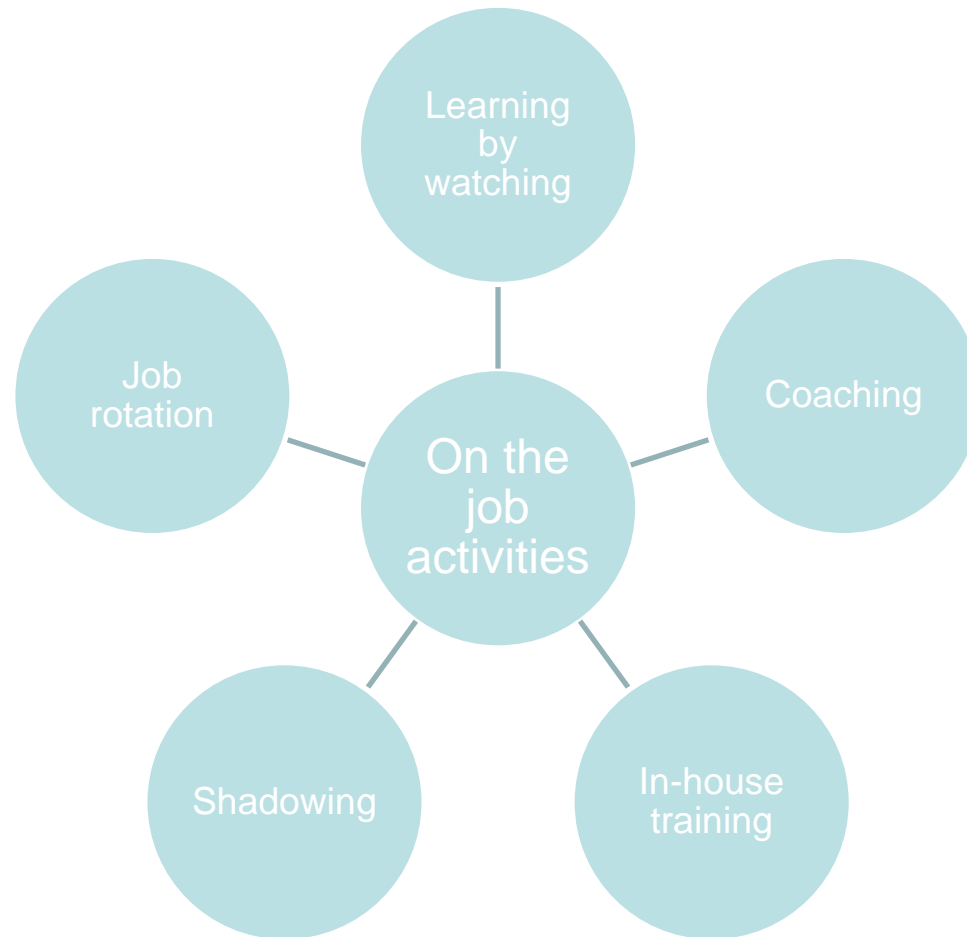
Your organisation is likely to offer learning or development activities that are required to ensure you remain occupationally competent to do the job.

Off the job activities

- Short courses run by outside organisations
- Evening classes
- Open learning



On the job activities



Learning and development plan

This learning or development plan will be personal to you and considers the following:

- the skills you need for the job
- your personal learning style
- the learning activities offered by the organisation.

Example learning/development plan

| Development need | How this will be addressed | With assistance from | Date to be completed by |
|-----------------------|----------------------------|----------------------|-------------------------|
| 1 1 1 1 1 | 1 | 1 | 1 |
| 1 1 1 1 1 | 1 | 1 | 1 |
| 1 1 1 1 1 | 1 | 1 | 1 |
| 1 1 1 1 1 | 1 | 1 | 1 |

Learning styles

Honey and Mumford's model identifies four learning styles



It is important that you find out what type of learner you are to ensure that you select the method of development best suited to you.

SMART

SMART targets mean you ensure you set targets that are:

- **Specific**
- **Measurable**
- **Achievable**
- **Realistic**
- **Time related.**

Review and update

- Your personal development action plan should be reviewed and updated regularly.
- Planned activities should be relevant to the job.
- Ensure you don't overload yourself.
- But appreciate how important the learning activities are to your job.

Maintaining a continuing professional development record or log

May be a requirement of the job to prove competency.

You may be required to show proof of the development you have carried out.

Your CPD record should show:

- the learning or development undertaken
- how it relates to your job role or occupational competency
- when the learning was undertaken
- what you gained from it.