

Continuing Professional Development (CPD)

It is vitally important that you continue to develop your abilities and skills. Prioritising your ongoing professional growth will promote a successful career that excites and fulfils you. It will also equip you to adapt to change as technology and working practices evolve at an accelerating pace, as entire professions find themselves disrupted, and we are all working in an increasingly competitive global marketplace.

INDIVIDUALS

Continuing professional development (CPD) is the process of identifying, documenting and reflecting on your progress, beyond your initial training. You are choosing to make your learning conscious and proactive, rather than being passive and reacting to changing circumstances. You identify your key goals then document your experiences and learnings. If you work solo this is a highly effective way of managing your own progress in place of supervision and appraisals.

COMPANIES

It is of great benefit for organisations to invest in the ongoing professional development of their employees; they retain key staff; develop skills and knowledge within their organisation; establish an enthusiastic working environment that values creative thinking; maintain a sustainable and competitive advantage.

SELF-INITIATED

Your CPD can be formal and provided by the company you work for, or it can be a self-initiated record of your goals

and learning experiences. As a self-initiated process it will help to direct your career aspirations, uncover gaps in your skills or knowledge as areas for improvement, and demonstrate your commitment to self-development. Continually upskilling is the best way to future-proof your career.

FORMAT

Learning can be gained from training workshops, conferences and events, e-learning programmes etc. They must be focused for an individual to improve their skills and to reflect on what they have learned.

Continuing professional development is the cyclical process of:

- Identifying what you want to learn.
- Documenting the learning process.
- Reviewing what you have learned.
- Reflecting on what you will do differently as a result
- Repeating the process.

TOOLKIT

This is a toolkit for you to use. We also supply the tools you need to document your progress with all Type Tasting workshops.



Professional development Stage outline*

Name:

What industry sector are you in?

What is your role?

What area would you like to develop?









*Start a new 'Stage outline' form each time you repeat the CPD development cycle. Each time you repeat the process you will identify new learning objectives and develop your skills and knowledge to a more advanced level.



What would you like to achieve from this development stage?

Development stage start date:

Planned completion date:

| 1.  Review <ul style="list-style-type: none"> • What do I want to learn? • Why? | 2.  Plan <ul style="list-style-type: none"> • What will I do to achieve this? • How long will it take? | 3.  Development activities <ul style="list-style-type: none"> • What activities will I undertake? • What resources do I need? | 4.  Projection <ul style="list-style-type: none"> • What is my success criteria? • What impact will it have on my work? | 5.  Targets <ul style="list-style-type: none"> • Key dates to review progress | 6.  Assess & evaluate <ul style="list-style-type: none"> • What did I learn? • How can I demonstrate this? <small>(See separate 'In detail' sheet)</small> |
|--|---|--|--|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Professional development

Assess & evaluate

In detail

Name:

What industry sector are you in?

What is your role?

Development activity

Evaluation

| Details of activity | Dates | Learning time | What learning target does this relate to? | Key learning points | What will I do differently as a result? | How will this help my professional development? |
|---------------------|-------|---------------|---|---------------------|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |