

**PERSONAL DEVELOPMENT
PLANNER**

FOR YEAR _____

NAME: _____

REGISTRATION NO: _____

Education does not finish upon us leaving universities. We must continue with lifelong education to enhance our professionalism which relies on our ability to respond quickly to changing markets and trends and even influences of government policies

Lifelong learning is defined as a systematic maintenance, improvement and broadening of professional knowledge, understanding and skills, undertaken throughout a person's working life.

Continuing Professional Development (CPD) is a form of Lifelong learning. It is called "CONTINUING" because learning never ceases; "PROFESSIONAL" because it is focused on personal competence in professional roles and it is concerned with **DEVELOPMENT** because the goals are to improve personal performance and enhance careers.

ESSENTIAL CPD PRINCIPLES

- Professional development should be owned and managed by the individual learner
- Professional development should be continuous as the learner should always be actively seeking improved performance
- CPD is a personal matter and the learner knows best what he or she needs to learn

HOW TO ACHIEVE SUCCESSFUL CPD

- Develop a personal development planner (PDP)
- Keep a good record of all learning activities
- Set realistic goals and targets and Incorporate strategies to realize goals
- Record achievements and reflect on what you have learned

4-STAGE FRAMEWORK FOR EFFECTIVE PDP

Step 1 – Appraisal

How is my current job performance?

Step 2 – Planning

What would my future responsibilities be?

Step 3 – Development

What are new skills I need to acquire for my projected personal development?

Step 4 – Reflection

What are the skills I have acquired?

**STEP 1 –
APPRAISAL**
*(Where am I
now?)*

*How is my
current job
performance?*

*What are my
strengths?*

FOUR STAGE FRAMEWORK FOR EFFECTIVE PDP

Review your personal and professional experience to date. Use SWOT analysis to examine your **STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS.**

Identify your **STRENGTHS** by answering the following:

- What are your core skills?
- What do you do well?
- What are your other technical skills and knowledge?
- What are your other transferable skills such as IT or management skills

Identify your **WEAKNESSES** from your own point of view and from the point of view of others such as, your superiors and employers.

- Where are your skills / knowledge lacking?
- What would you like to improve?

**STEP 1 –
APPRAISAL**
(Where am I
now?)

*What
opportunities
are available to
exploit?*

FOUR STAGE FRAMEWORK FOR EFFECTIVE PDP

Identify the opportunities around you by asking the following:

- What are the opportunities?
- What are emerging new trends?
- What changes are taking place in markets and practices?
- What are the emerging new specialisms?
- Can you assume new management roles?

Identify the THREATS that you need to overcome by asking:

- What obstacles do you face?
- Is your professional role changing?
- Is there competition from others?
- Are there company mergers?
- Do you face limited opportunities for progression?

STEP 2 – PLANNING

*(Where am I
going?)*

*What would
my future
responsibili-
ties be?*

FOUR STAGE FRAMEWORK FOR EFFECTIVE PDP

The next step is to detail priorities for development. Ask yourself:

- What are the gaps in your skills and knowledge?
- What best describe your current level of competence for a certain core skill?
- What level do you want to attain?

Identify your core skills and using the following scale, determine your current and desired competency level

1. *Unaware: Unaware of subject area and knowledge, possess little of no knowledge / skills, require full training and development*
2. *Aware: Possess basic knowledge / skills, unable to work without supervision, require training and more-in-depth information*
3. *Capable: Possess adequate knowledge / skills, able to work with some autonomy, able to work effectively as part of team, require guidance and some further training*
4. *Skilled: Able to perform effectively and efficiently, able to work with considerable autonomy, need occasional top up training*
5. *Expert :Acknowledged by others as an authority, very substantial personal autonomy*

**STEP 2 –
PLANNING**
(Where am I
going?)

What
objectives do I
want to
achieve?

Core Skills	Current competency Level (1-5)	Desired Competency Level (1-5)

**STEP 3 –
DEVELOP-
MENT**

*(How do I get
there?)*

*What is my
projected
personal
development?
What learning
opportunities
are there for
me?*

FOUR STAGE FRAMEWORK FOR EFFECTIVE PDP

- After determining your competence level, set your objectives which should contain an element of challenge and have a realistic time frame for 12 month cycle
- Review progress towards achieving objectives and re-evaluate mid and long term objectives
- The achievement of development objectives requires involvement in a wide range of learning activities. When arranging CPD activities, you will need to ask which learning styles meet my requirement? How do I make time to attend CPD events? *There are 4 major learning styles which may guide you in the choice of CPD*

<p>Innovative learning</p> <ul style="list-style-type: none"> • Connect new information / skills with personal experience and real-life • Prefer co-operative methods of learning e.g. seminar groups, brain storming, learning through project work 	<p>Analytic learning</p> <ul style="list-style-type: none"> • Want to acquire knowledge to deepen understanding of concepts / processes • Prefer to learn from what the "experts" have to say e.g. lectures, conferences, further qualifications
<p>Common sense learning</p> <ul style="list-style-type: none"> • Being interested in how things work and want to "get in and try it" • Prefer experimental methods of learning such as hand-on tasks, on the job learning • Prefer site or technical visits 	<p>Dynamic learning</p> <ul style="list-style-type: none"> • Rely on self-directed discovery and want to teach yourself • Prefer independent study and training which involves simulation, role-play, etc

STEP 4 –

REFLECTION

(How will I know that I have arrived?)

Have I

achieved my objectives?

Where do I go from here?

FOUR STAGE FRAMEWORK FOR EFFECTIVE PDP

To gain full benefits from any CPD activity, it is necessary to evaluate outcomes. Ask yourself:

- What personal or business benefits have you achieved through application of what you have learned?
- Can evidence of your achievement be demonstrated?

(Paper qualification, ability to contribute in problem solving, favourable annual appraisal and promotion, improved business performance, acceptance for membership of professional bodies, request to present papers in seminars, etc)

6 CRITICAL ELEMENTS FOR AN EFFECTIVE PDP

THE SIX CRITICAL ELEMENTS OF AN EFFECTIVE PDP

- A clear statement of where you want to be at the end of a specific period
- The specific knowledge and skills you will need to get there
- The actions you will take to acquire the knowledge and skills needed
- The resources and support you will require to attain your goals
- The criteria by which you will determine whether you are still on course
- The intermediate stages with dates for completion and/or review

