

5DVPC

[Full Name]

[Name of University]

Continuing Professional Development (CPD) is a framework established which tracks the growth, experience, knowledge, and learning that one has gained in an organization. A number of companies use this as part of their training and development program. Thus, it helps us review and record our growth in a workplace (Powers, 2014). In this paper a summary will be provided of my CPD self assessment. Reasons will be discussed that why this particular study is useful. Similarly, a CPD Plan will be derived for the future and a CPD record will be established that will relate to the previous experiences.

Part 1

The CPD assessment suggests that in the areas of 1) Employee Relations 2) Insights, Strategy and Solutions 3) Service Delivery and Information 4) Leading HR; certain sets of skills and knowledge are still required. In the Service delivery and information section; I still need to gain a further understanding of this particular field. Hence to overcome this, I need to develop strategies and take charge of the operations. In Insights, Strategy and solutions; I tend to stay proactive. Similarly I am able to handle all the external factors effectively that might impact the organization. In the Employee Relations perspectives; I need to work on improving strategies in order to manage conflicts. Nevertheless, employees tend to trust me and I am able to take lead in any negotiations. This assessment has proved to be very beneficial for me as firstly all key areas are identified. My strengths and weaknesses are outlined with recommended key development ideas. Such information will help me in developing my CPD plan for the future. However, I was surprised with the results of the Insights, Strategy, and Solutions area. One of my weaknesses identified is that I am unable to work with team leaders and colleagues to develop the company's strategies. I thought that I actively participated to give my insights when developing any strategy.

Having said this, if this gap is identified; I will take this in a positive way and try to work on this weakness.

Part 2

As part of my Continuing Professional Development Plan; I will list down my main areas on which I want to work on and establish goals which I want to achieve.

Continuing Professional Development Plan				
What Do I Want/ Need To Learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target Dates For review and Completion
I wish to improve my knowledge and skills in the “Service Delivery and Information” section.	I will join a HR forum or group where individuals from various organizations can share their experience in this particular field. Their experiences and valuable insight can help me gain that extra set of skills which I require.	I will require my superiors to make a suggestion that which particular HR community forum I should join.	From listening to the experiences of each HR individual; I should be able to establish effective policies and strategies for any issue that might arise in the organization.	(XX-XX-XX)
Covering the Period:	3 months (Group meeting twice every week/ 45 minutes session.			

Continuing Professional Development Plan				
What Do I Want/ Need To Learn?	What will I do to achieve this?	What resources or support will I need	What will my success criteria be?	Target Dates For review and Completion
Access various online learning modules and business plans.	One of my weak points in the field of “Insights, Strategy, and Solutions” is that I do not know how to devise plans to meet the organizations objectives. Thus by accessing various modules and resources online; I can learn how to make company plans.	Access to a number of journals, articles and research that can help me make business plans	Make a people’s plan report that can meet the requirements of my clients and are within the company goals.	(XX-XX)
Covering the Period:	5 Hours			

Continuing Professional Development Plan				
What Do I Want/ Need To Learn?	What will I do to achieve this?	What resources or support will I need	What will my success criteria be?	Target Dates For review and Completion
Gain more knowledge of trade unions, work councils, and employee forums.	This will help me in the field of "Employee Relations". By learning about these various forums and trade unions; I can develop an effective communication plan.	Research on the internet, visit trade unions and interview employees and customers	Make a proposal plan and negotiate my terms with various parties.	(XX-XX)
Covering the Period:	2 months			

Continuing Professional Development Record

Continuing Professional Development Record				
Key Date	What did you do?	Why?	What did you learn from this?	How Have/ Will you do this? Any Further action?
(XX-XX)	Carried out an employee analysis as part of the "Insights, Strategy, and Solutions".	This was a task given to me by my seniors.	Company strategies and insights were identified to analyze the business dealings.	The survey helped me in analyzing and deriving the key drivers of the organization.

Covering the Period	(XX-XX)	
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Continuing Professional Development Record				
Key Date	What did you do?	Why?	What did you learn from this?	How Have/ Will you do this? Any Further action?
(XX-XX)	Attended a course lecture on employee relations	To gain a further understating of Employee Relation; I attended this lecture as part of the CIPD qualification	How can the HR and company objectives be improved in terms of employee relation.	The “Employee Relation” department in the organization makes sure that there is effective communication between employees and the mangers. Hence, this lecture will help me in further strengthening that relationship.
Covering the Period	(XX-XX)			

Continuing Professional Development Record				
Key Date	What did you do?	Why?	What did you learn from this?	How Have/ Will you do this? Any Further action?
(XX-XX)	Took part in a budget meeting of the organization.	I wanted to understand that how is the budget of a company used effectively. Also I wanted to become part of the budget development process.	I learnt about Capitals gains, Company costs, overheads, profits.	One of my weaknesses is that I need to make sure that I give my input in the budget development process. Thus having understood the financial costs, I can give my valuable input.
Covering the Period	(XX-XX)			

References

Power, K. (2014). 5 Benefits of Continuing Professional Development. Available at <https://ed4career.com/blog/5-benefits-continuing-professional-development>. [Accessed at 12th October, 2019]