

Introduction to the structure and benefits of CPD

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What is CPD?

= Continued Professional Development

“Systematic learning and improvement of knowledge, skills and competence”

- *Institute of Management Consultancy 2007*

“Proof of learning is proof of development”

- *HR Manager, large city based bank*

What is CPD?

- CPD is a combination of approaches, ideas and techniques that will help you manage your own learning and growth
- The focus of CPD is firmly on results – the benefits that professional development can bring you in the real world.
- The most important message is that one size doesn't fit all. Your CPD must fit your career development path.

Why is CPD important?

- Employers believe that you have a professional duty to ensure that:
 - Your skills are relevant
 - Your knowledge is up to date
 - You have an understanding of what is happening in your chosen profession
 - You are aware of future trends and issues

CPD in context

- The commitment to keeping up to date is growing in significance as an increasing number of people recognise the benefits of adopting a planned and structured approach to post-qualification learning.
- Commitment to CPD is an acknowledgement that becoming professionally qualified is not an end in itself - it is merely the beginning. Updating skills and knowledge on a continuing basis is essential to career progression, particularly given the passing of the 'job for life' and rigorously-defined career path cultures.

Individual benefits

- Build confidence and credibility, you can see your progression by tracking your learning.
- Earn more by showcasing your achievements. A handy tool for appraisals.
- Achieve your career goals by focussing on your training and development.
- Cope positively with change by constantly updating your skill set.
- Be more productive and efficient by reflecting on your learning and highlighting gaps in your knowledge and experience.

Organisational benefits

- Helps maximise potential by linking learning to actions and theory to practice.
- Helps HR professionals to set SMART (specific, measurable, achievable, realistic and time-bound) objectives, for training activity to be more closely linked to business needs.
- Promotes staff development. This leads to better staff morale and a motivated workforce helps give a positive image/brand to organisations.
- Adds-value, by reflecting it will help staff to consciously apply learning to their role and the organisation's development.
- Linking to appraisals. This is a good tool to help employees focus their achievements throughout the year.

What counts as CPD

- Attendance of courses in ‘best practice’ methods and approaches
- Attendance at relevant industry events
- Attainment of qualifications – not always in subjects related to your profession
- Evidence of hours spent on training e.g. certificates of attendance

Developing Your Skills

- Create an action plan:
 - <http://www.maventraining.co.uk/project-management-explained-action-plan/>
 - Map your current skills against those of your chosen role
 - Assess your current workload for learning opportunities
 - Identify your areas for development
- Volunteer for project work – as these will broaden your skills development
- Find an experienced manager to act as your mentor
- Book yourself on some management training
- Get qualified
 - take exam based courses where possible
 - <http://www.maventraining.co.uk/courses/>

How can Maven Training help you?

- Be your partner as you continue your professional development
- Offer you a range of popular management qualifications
 - <http://www.maventraining.co.uk/course-schedule/>
- Support your studying with:
 - pre-course materials
 - on-line access to trainers
 - podcasts of relevant information
 - comprehensive set of course materials
 - <http://www.maventraining.co.uk/knowledge-centre/>

Maven Training

- Maven is a thought leader in portfolio, programme, project and change management offering access to the latest developments in best practice
- We transfer our knowledge so that you become self sufficient in the skills needed to be your own change agent
- We help you to define your portfolio of projects and change initiatives that will deliver your strategic objectives
- We work alongside you to create your methodology for managing transformational change
- We deliver capability assessments for individuals and teams to identify the skills needed to deliver your strategy
- We deliver learning and development programmes to develop these skills

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