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CPD means continuous professional development. This refers to the process of tracking and documenting the skills, knowledge and experience that you gain both formally and informally as you work, for any initial training. It's a record of what you're experiencing, learn and then apply. This term is commonly used to mean a physical folder or portfolio documenting your development as a professional. Some organizations use it to mean an exercise or development plan, which I would argue is not only accurate. This article focuses on continuous professional development as a recording process and reflection on learning and development. What's it for? The CPD process helps you manage your own development on an ongoing basis. Its function is to help you record, review and reflect on what you learn. This is not a tick-box document recording the training you have completed. It's wider than that. Learning or development - what's the difference? These terms are often used interchangeably, although there is a difference. As a rule, training is formal and linear. This has to do with learning how to do something specific related to skill and competence. Learning can be as easy as using a PC app and as hard as learning how to be a pilot. Development is often informal and has a wider application, giving you the tools to view a range of things and related capabilities and competencies. It involves moving from basic know-how to more advanced, mature, or complex understanding. In addition, it may be about expanding the range of skills, such as leadership, project management, or information organization. The key features of the CPD process To justify the name, CPD should: be a documented process to be self-managed: driven by you, not your employer focus on learning on experience, reflexive training and review will help you set development goals and goals include both formal and informal learning. What will it do for you? CPD can be a requirement of membership in a professional body. This can help you reflect, review and document your training and develop and update your professional knowledge and skills. It is also very helpful: provide an overview of your professional development to date to remind you of your accomplishments and how far you have progressed to direct your career and help you keep an eye on your goals to identify gaps in your skills and opportunities to discover further developmental needs to provide examples and scenarios for resumes or interviews to demonstrate your professional position to clients and employers to help you with your career development or possible career change. How to start? Keep a journal of learning and write down your thoughts anyway fits Best. For example, you may find it useful to write down things in detail or take notes on ideas and learning points. The writing process makes you you about your experiences at the time and makes planning and reflection much easier. You can't view your experience without recording them, however good is your memory. The answers to the following questions can help you get started: Where am I now? Browse and reflect on any learning experiences from the previous year or the last three months. Write down your thoughts on what you learned, what ideas he gave you and what you could have done differently. Include both formal training activities and informal learning, such as learning from colleagues or co-educational online reading about new technologies, new working methods, legislative shadow changes or assisting experienced colleague ideas and learning points from coaching and mentoring reflections, ideas and learning points from taking on new organizational responsibilities or role changing temporary work swaps within the department/organization deputising or covering for colleagues ideas and lessons learned from mistakes learned from critical incidents or events Make a note of any results of each learning experience and what difference it has made to you, your colleagues. Where do I want to be? Write down your shared career goals - where you want to be in two, five and ten years. Then write down no more than three specific and achievable short-term goals, including the dates you want them to reach. What do I have to do to get there? Looking at your overall career goals, make a note of what you need to do to achieve them. This may include further training, work or promotion or a change of direction. For short-term purposes, turn on the first step - what you can do today or tomorrow. For example, chat with a manager about a new responsibility or learn about a new technology from a colleague who has experience of it. When should I see progress? This step is important! You will need to set a date in advance to consider the goals you have set for yourself. You can do this from one review to the next or decide to review regularly - every three, six or 12 months. Put it in your diary and do it! The cycle of continuous professional development has begun. Ready to come to work? Download this handy interactive CPD toolkit for a structured and step-by-step approach to your professional development. See also: Personal Planning Continuation of Professional Development, or CPD, is an ongoing process of developing, maintaining and documenting your professional skills. These skills can be obtained officially, through courses or training, or informally, at work or by observing others. Some professions formally use the term continued professional development and require that a certain amount of development activities be carried out and documented a year as a condition of retaining your membership or registration with a professional authority or license to operate in this area. In other areas, CPD is used more informally. Commitment to training and improvement, however, is generally expected of anyone in a professional capacity. What is a profession? The profession, in a broad sense, is a career area for which you need professional qualifications. Traditionally, professions include law, medicine (including dentistry and other related professions), accounting, civil service and the like. Recently, many other professions have appeared, including hr, marketing, sales and IT, all of which have recognized professional qualifications. Professional qualifications are a prerequisite for working in certain professions, such as medicine or dentistry. Although hr does not require absolute qualifications in hr, for example, anyone wishing to pursue a career in this field is strongly encouraged to qualify to demonstrate their commitment. The Continuous Cycle of Professional Development Process CPD is designed to help you identify and act according to your own development needs. The cycle of continuous professional development (see picture) shows that professional development, like many other learning processes, is best seen as a circular series of activities. This process goes from defining your development needs by planning and then conducting your training activities, to thinking about your learning, and then applying it and sharing it with others. Perhaps the most important thing about CPD is that it's personal. Each person must define their own needs, organize their own training, and learn for themselves. Part of being a professional is taking responsibility for your own skills and recognizing when they need to improve. 1. Determining your needs There are a number of ways in which you can identify development needs. For example, you can audit your skills. You can get feedback from colleagues or your line manager about the area in which you are weaker. In addition, you may have an interest in a particular area and want to develop your knowledge. You can find our page on Identifying areas for development useful here. Once you have identified key areas of development, you

need to plan your activities. Planning and implementation of development activities can be either formal, such as training courses, or specific qualifications. They are often, though not always, provided by an external supplier and can incur costs. Your employer may have a limit on what they are willing to pay, so you may need to issue of self-justification or alternatives such as internet resources that are cheaper or even free. Informal training, including one-side training, video training (e.g. for doctors, in particular, methods), shading, mentoring, coaching or reading on the subject. There is a growing recognition that further professional development is both necessary and potentially costly. Especially in developing countries, professionals use the Internet to share educational content for free, or at a very low price. You may find that creativity in finding development activities pays off. 3. Reflecting on your learning Reflecting on what you have learned is a vital part of continuous professional development. Learning does not stem only from activities that you have designated as development, and you may find that you are learning at least as much from your day-to-day activities. TOP TIP! It is a good idea to keep a study journal or diary. Make a habit of writing in it at least once a week, if not every day (if you leave it anymore, you probably won't remember). For each event or action that you find useful, make a note: Situation; What you've learned; What you will do differently as a result. This diary can be used to assess your progress on your development goals. For any formal or informal but designated development activity, you must record activities that you find useful or not useful about it, and what you have learned. In each case, make sure you are clear about how it will change what you do in the future (how you apply your training). You can find our page on reflexive practice useful in developing good habits in this area. 4. Applying your learning to go to training courses or watch videos is just the beginning. Then you have to apply what you have learned to your own work. This can be a rather clumsy process, especially at first glance. The theory of learning competence establishes that we move through four stages when we learn: Unconscious incompetence - without knowing what we don't know; Conscious incompetence is knowing where we should develop and watch other people do, but still not able to do it ourselves with any skill; Conscious competence is an opportunity to do something good enough, provided we focus; and unconscious competence - the ability to do something almost instinctively, without having to focus on it. When you have done some training or other development activities, you will probably be somewhere between conscious incompetence and conscious competence, depending on how much you have been able to practice. Therefore, you need to spend time applying your training and practicing to move to the stage of unconscious competence. 5. by learning with others some commentators add the fifth stage of the competency cycle - the ability to teach others. It is certainly true that being able to articulate and share your learning is an important part of making sure you have fully absorbed it. TOP TIP! It's a good good to get into the habit of discussing your training with colleagues on a regular basis. Sharing each other's knowledge can be a really good development tool, and can help you identify new areas for development, or ideas for other development activities, as well as helping to clarify what you have learned in your mind. Recording your development An important part of continuous professional development is the ability to demonstrate this, especially if your membership in a professional body depends on it. So you should have a folder or portfolio of all your development activities based on your study diary. The goal of this is to be able to show how your skills and knowledge have evolved over a period of time. So you should: Keep an eye on your development needs and goals and regularly (quarterly, six-month or annual) assessment of your progress against them; Recording of any training courses were present, with a copy of any certificates or qualifications obtained. Keep an eye on the date, the service provider, your learning goals, and your thoughts on what you've learned from it; Notice any surveillance, video training or similar. In each case, invite the service provider, goals, and thoughts about what you've learned; For any coaching or mentoring sessions, make a note of the date, the person you were with, what you discussed, and what you were going to do differently as a result; For any reading and other informal development of what you do, make a note of a book or website, and what you have learned and will do differently as a result; If you are involved in any critical incidents, or make specific mistakes from which you learn, record the details of the incident, what you learned, and what you will do differently as a result. And finally ... Continuous professional development is a continuous process as well as a cycle. You will probably continue to learn throughout your professional life. So it's a good idea to develop a process for it that works for you early on in your career. Further reading from The Skills You Need skills you need guide to personal development Learn how to set yourself effective personal goals and find the motivation you need to achieve them. This is the essence of personal development, a set of skills designed to help you reach your full potential, at work, in your studies and in your personal life. Our e-book is perfect for those who want to improve their skills and learning potential, and it is full of easy-to-follow, practical information. Information. android background thread handler example