

Professional Role & Practice Setting Personal Development Planning

Monica Fitzpatrick, CPD Officer Various Groups

Cora Wymberry, CPD Officer ISCP

Ailish Lynch, IASLT



Personal Development Planning

- What is a Personal Development Plan?
- Context of CORU and professional development
- Benefits
- How to develop a PDP - Resources & Tools
- Reflection in PDP
- My PDP journey
- Get started



What is a Personal Development Plan?

- A process of creating an action plan through self evaluation, reflection, setting objectives and planning how these can be achieved
- Can be applied across various settings
 - Job focused
 - Career focused
 - non-work related
 - Holistic approach

Context for this workshop is in relation to a professional based PDP

Personal Development Planning

- For CORU:
 - Seen as a form of engagement with the process of continual learning
- Personal learning plan:
 - Private / share
- But, you could use it as part of your annual evaluations/
performance managing

Group Discussion

- What are you hoping to achieve in this session?
- What are the challenges facing you in achieving this?



Benefits

- Identify your own personal training needs or deficiencies
- Map CPD events/training to your own long-term goals
- Have ownership of own personal development
- Can direct own training/educational path
 - Not just directed by manager



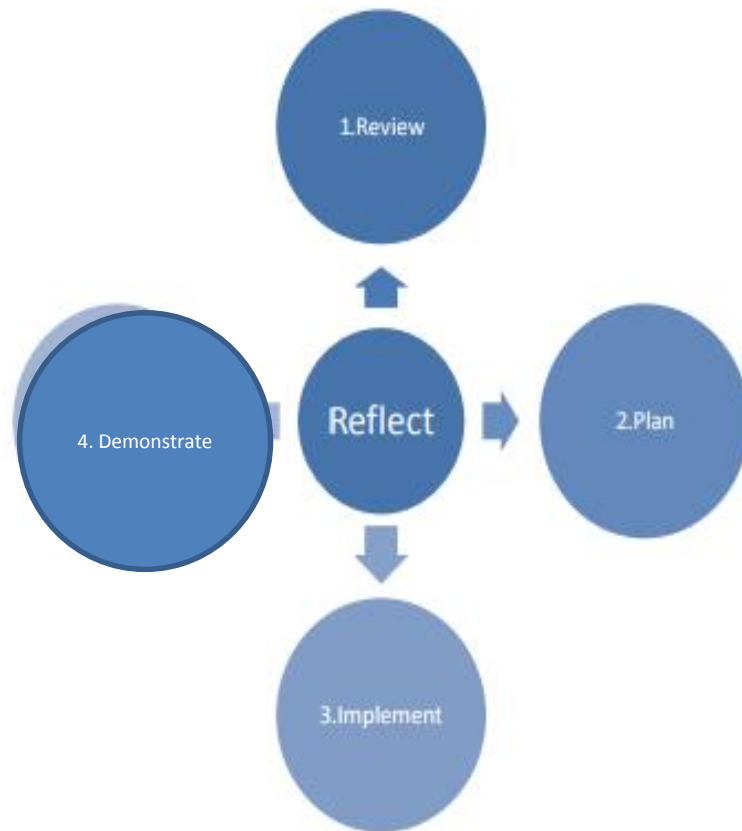
Using Reflection in PDP

- Reflective Practice is a process of learning from experience with a view to gaining insight to ourselves and/or our practice, identifying learning opportunities and taking action for the purpose of continuous improvement for our personal and professional development.
- As with the entire CPD process, reflection also underpins personal development planning
- As the CPD process centres around 4 key stages, **Review, Plan, Implement, Demonstrate**, all of these are mapped to the PDP and can be seen in the Kolb's Cycle of Experiential Learning

Reflection in PDP

Mapping the CPD process to PDP

Fig 1.1 The four stages in the CPD process



1. Review of your practice, reflection on your experience e.g. your main responsibilities, specialist areas, service users etc.
 - Identify strengths, weaknesses, your learning needs and desired outcomes
2. Planning and identifying learning activities and the timeframe in which these can be achieved (given the resources available to you)

(Adapted from Kolb's Cycle of Experiential Learning) 1

HSCP Interdisciplinary Conference –
Personal Development Planning

Getting Started with the PDP

- Starting point is self evaluation:
 - Review current knowledge, skills, experience
 - Identify strengths/weaknesses possible areas for development
 - Map learning and development needs to personal development plan and goals

Developing your PDP – Resources & Tools

- Various resources & tools available
 - Reflective Practice – Models as frameworks, Questions, templates
 - Job description
 - Competency frameworks
 - SWOT
 - Guidance notes, PDF's
 - Templates – CORU CPD Portfolio,
 - Question sets
 - Many business orientated so may need to adapt

Stage 1: Review

- SWOT analysis as a tool used to identify strengths, weaknesses, opportunities and threats

Strengths are the things that give you an advantage
e.g.

- The things you do well
- Any advanced skills, special licencing, certifications etc.?
- Resources at your disposal

Weaknesses are the things that put you at a disadvantage e.g.

- Gaps in knowledge or skills
- Limited resources e.g. time, money
- Lack of participation in CPD

Opportunities are what you can use to your advantage

- Developments in your profession
- CPD activities
- Free and subsidised training opportunities

Threats are the things that could potentially cause trouble for you e.g.

- Changes in policy and/or health service that require and new knowledge, skills and personal qualities?
- Statutory registration
- Fitness to Practice

SWOT

- Handout Personal Learning Plan template
 1. Using the data gathered from description and SWOT highlight 3 priority learning needs
 2. What are the desired learning outcomes?
 3. What activities can you engage in?
 4. In what timeframe?

Stages 2 + 3: Plan + Implement

Personal Learning Plan Sample – CORU template

Learning Need (knowledge, skill, competency and professional quality)	Desired learning outcome (I will be able to ... and/or I will understand)	Priority	Learning Activity (briefly describe planned CPD activity)	Timeframe (Identify when activity will take place)
Knowledge - keep up to date on developments in my clinical practice	I will be able to understand new processes and procedures and use this new knowledge in practice	1	Attend conference	Oct 2017

Example Monica Personal Learning Plan Sample

Learning Need (knowledge, skill, competency and professional quality)	Desired learning outcome (I will be able to ... and/or I will understand)	Priori ty	Learning Activity (briefly describe planned CPD activity)	Timeframe (Identify when activity will take place)
I need to understand what is reflection	I will have a better understanding of reflection, know more about the different models.	1	Read and Research information and example models of reflection	Nov 2016
I need to learn how to engage in reflection as part of my role as a HSCP Professional	I will be able to communicate effectively my understanding of reflection in conversation with others.	3	Engage in a reflective process in meetings, with individuals or in group conversations	Ongoing
	I will keep a reflective journal to document and reflect on m professional learning over time		Attend workshops and join peer groups	Ongoing
Skill – time management	I will be able to manage my time and my workload more effectively	1	Attend in-house time management course	Within 6 months or next available course

- **Thank You**