

# Continuing Professional Development Plan

The purpose of this personal development plan is to identify your current development needs and begin your continuous professional development as an **Enterprise Mentor**. You may or may not have an existing plan and this can be incorporated into an existing Continuing Professional Development (CPD) plan, should you wish to do so.

There are a number of ways in which you can undertake CPD and these are described in this short document.

You will need to demonstrate continuous professional development in order to maintain your mentor status within IOEE and therefore it is important that you review your CPD needs regularly and maintain a record of all CPD activities undertaken.

Name

Date Prepared



# Development activity suggestions

**Personal development** can be gained from engaging in a wide range of activities not all of which are formal. It depends on whether the development need is small or more extensive. Development is not just about attending a course. The type of learning most appropriate for you is also related to your learning style; whether you learn better in a formal setting, for example, or by experiencing the activity. In other words - 'learning by doing'.

The following prompts will help you to think about possible ways that you can acquire the learning:

## Formal/educational

- Training courses
- Undertaking research
- Attending seminars
- Distance learning
- Professionally accredited learning programmes

## Action learning

- Learning by doing
- Case studies
- Reflective practice
- Coaching and mentoring from others
- Coaching and mentoring others
- Discussions with colleagues
- Peer review
- Gaining and learning from experience
- Involvement in wider work of employer - for example, representative on a committee
- Shadowing
- Secondments
- Job rotation
- Visits to other organisations or departments
- Self assessment questionnaires
- Computer based interactive learning

## Professional activity

- Involvement/membership in a professional body
- Membership of a special interest group
- Mentoring
- Branch meetings
- Organising specialist groups
- Expert witness
- Conference presentations

## Self-directed learning

- Reading journals/articles
- Reviewing journals/articles
- Searching the internet
- Self study - for example, languages

## Other

- Public Service
- Voluntary work

# Continuous Professional Development **PLAN**

From your self assessment you now need to consider your Personal Development Plan in consultation with your assessor. Taking into account your individual learning style and your learning needs, as well as available resources such as your time, please take some time completing the plan.

Name

IOEE Membership Number

Covering the period  
From: To:

What do you need to learn	What impact will this have on your role as a mentor?	How will you learn?	What resources and support do you need?	When will this be completed?

# Continuous Professional Development **RECORD**

Name

IOEE Membership Number

Covering the period

From:

To:

Date(s)	Details of CPD Activity	Effective learning time	What did you learn from this?	What impact will this have on your role as a mentor?

# Reflective PRACTICE

Event <span style="float: right;">Date</span>
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Description of the event	My reaction
What have I learned?	How will this change how I approach things in future?