**My CPD**

**Developing yourself as an effective HR practitioner**

Reflecting on own practice and development needs and maintaining a plan for personal development.

|  |  |
| --- | --- |
| Name | Michael Daniel George |
| DPG group | 2016 Spring HRP Manchester |
| My facilitator | Karen Eccles |
| My CIPD number | 45761265 |

**The Importance of CPD**

CPD is a self-directed initiative used to track HR related achievements, forecast future goals and identify professional areas of development. Habitual use of CPD changes your relationship with information gained from webinars, videos, and articles. It encourages you to think critically about the value of new learnings and how it improves your HR expertise. CPD also acts as the social proof for where, when and how you employ (or employed) a particular piece of information in a real-world situation. A final use of CPD is the purpose it imbues present tasks with, and ownership of a forward-thinking narrative for where you are going professionally and what you need to achieve it.

# Planning My Development

Three areas of the Associate Member criteria I want to develop are activity based: ‘maintains and produces management information’, ‘maintains their Continuing Professional Development (CPD)’ and ‘supports improvement in processes and policies’. In order to achieve them, I will firstly need to develop my knowledge of information collating resources successful HR departments use. This will enable me to make decisions on what data points should be covered and efficient ways of displaying it to others. Secondly, I will set daily reminders to overview the day’s events in so far as they improved my understanding of a HR related area. Subjecting my day to a critical lens will eventually lead to habit forming behaviour and encourage the seeking of new information. Thirdly, I will deeply observe my organisation's norms and processes to understand why existing processes are in place. By doing so my, contribution will be more effective to the organisation and I will eventually be able to identify areas that can be improved.

Existing knowledge gaps relate to UK and EU employment legislation. Speaking with authority on European and UK workplace protections would safeguard against misuse and error. Two skills I want to develop include ‘performance and reward’ and ‘employee engagement’. Though the reasoning of reward according to merit is accepted as an investment for the future performance, how recognition is expressed in the workplace will need to be expanded. Two behaviours I want to develop are ‘courage to challenge’ and ‘collaborative networking’. Engaging with organisational influencers and leaders in the industry will lead to sharing of best practice and understanding of complicated matters. This, in turn, will give confidence to securely challenge the areas that need to be.

**My CPD Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | What I need to learn or achieve | Structured formal developmentcourses, qualifications, formal mentoring, coaching, etc. | Informal self-directed developmentReading, e-learning, books, etc. | My review date |
|  | Short-term Aims (One Year) |
| 1 | CIPD Qualification | Workshops, Textbooks, Webinars, Forums | Networking, People Management Magazine, Plotr, SHRM, re:Work | Monthly |
| 2 | UK and EU Employment Law | Textbooks, Lectures | News Articles, CIPD Website, E-Learning, Flashcards | Monthly |
| 3 | Networking | Networking Events | LinkedIn Groups, CIPD Community, DPG Community | Monthly |
| 4 | Employee Engagement | Textbooks, Formal Mentoring, Coaching | E-Learning, Online Training Videos, HRM Blogs | Monthly |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | What I need to learn | Structured formal development | Informal self-directed development | Review date |
|  | Long -term Career Aims (1-3 years) |
| 1 | Promoted to HR Advisor | CIPD Level 5, Coaching | Proactively practice HR expertise gained during CIPD Level 3, Networking | 13 April 2018 |
| 2 | Award/Accolade | Peer-Reviewed Research, Textbooks | Networking, CIPD Community | 13 April 2019 |

# Development Options Considered

The chosen structured and informal development options are included because I believe they offer the best insight into the goal being sort. They will be reviewed on a monthly basis to track effectiveness and use; or in the event other opportunities become available.

**My CPD Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Key Date | What did you do and why? | What did you learn from it? | How have / will you use this? |
| April 2016 | Watched Facebook Business Webinar | New methods of communication, future monetary options | Promote social media friendly internal changes, i.e. company bot |
| April 2016 | DPG workshop about DEP/RTO | CIPD Profession Map, Behaviours, Skills, Talent and Recruitment | Shortlisting and linking candidates to specific criteria |
| March 2016 | Collated numeracy assessment tips and testimony | Gained insight into how assessments are graded | Knowledge is applicable to future numeracy tests |
| March 2016 | Read and adapted DEP1 and DEP2 brief and templates | Specifics of DEP1 structure and competencies | Will target points of question succinctly before style |

**CPD End of Programme Review**

**Do not do this end of programme review until after your final workshop**

Delete this shaded area before submitting

Now that your CIPD Level 3 programme is finished it is important to review your CPD and begin to plan your next steps in development.

Reflecting back

***Learning***

What have been some of the most significant things (planned or unplanned) that you learned?

***Value***

What value have you added to your organisation or customers over this time through your professional development?

What other gains have there been so far from your professional development and how?

Moving forward

How are your current role or future role plans emerging? What’s happening inside and outside your organisation that will influence your future development planning?

Now that you have this level of CIPD qualification, what might be next for you? It could be:

Technical skills

Behavioural skills

Knowledge areas

Qualifications

What additions or changes will this mean for your CPD plan as a result?

My actions

Now submit this whole document.

My next CPD review will be: