The CPD Cycle

CPD is much more effective if you do it as part of a cycle - with some planning before and reflection afterwards.

There’s also an opportunity to use what you’ve learnt to help others.

**Reflecting**
A good place to begin is by setting aside some time to think about the direction you’d like your career to go – use the classic interview question “Where do you see yourself in five or ten years’ time?”

**Scoping**
Then consider what skills you already have to get you there - are there any things you might need to work on? Are there any things missing altogether?

That’s probably the hardest part. Once you’ve got this you’ve made a start.

**Planning**
You can now identify activities that are going to meet your needs.

**Doing**
It doesn’t all have to be done at once and you will probably need to prioritise. Remember: quality beats quantity every time!

**Recording**
Make sure that you record what you’ve done plus what you got out of it and what else you might need to do to meet your goal.

**Reflecting**
This reflection stage is often neglected but it’s really helpful as it means that your CPD will continually evolve to meet your needs as your career develops.

**Sharing**
Don’t forget to share what you learn – both by coaching others and by putting what you’ve learned into practice.