

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.

