

Continuing Professional Development Plan



Name Joe Bloggs		Page No: 1 of 1		
Membership Grade/Number: Member 01010101		Covering the period from: 8/09 to: 12/09		
What do I want/need to learn	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
Improve Excel Skills, particular pivot tables re new project	LearnDirect course Working with support of Finance Director	Computer—at home and at work Time—2 hours per week Regular meet with FD	Confidence and accurate use of Pivot-Table to the level required by the new project	Project Start date of 1/1/10
Increase product knowledge of our main products	Thorough study of intranet and supporting marketing documents (inc website) Discussion with Marketing Dept	Computer—at work Time—5 hours overall Meeting with Marketing Manager	Ability to discuss with confidence with potential customers Ability to feed into management meetings with confidence	1 month—by 1/10/09
Better understanding of cash flow forecast principles and their importance	Reading Study of current corporate CFF Discussion with FD	Library—local—ongoing Intranet—access to closed area—1 hour Discussion with FD—1 hour Time—ongoing	Ability to discuss corporate CFF in management meetings Ability to understand impact of change in CFF	2 months—by 1/11/09
Knowledge of industry developments	Read IPP journal Regular view of news on IPP website Read other trade journals and websites regularly	Computer IPP Library access Current subscription to IPP	Confidence in management meetings re marketing and trends Input to marketing and product development	Regular and consistent—1 hour per week

This record sheet is for your guidance only—you may present your development record in any other format.