



# Pain Free CPD

**“Our Top Ten Tips to take charge and easily manage your CPD”**

## Spark CoachingandTraining

**Top Ten Tips For Pain Free CPD**

“Continuing Professional Development can be more clearly explained as the learning activities through which professionals develop their abilities and ensure they remain effective.”

- The CPD Certification Service

Follow these guidelines and creative ideas and you’ll find it easy to take control of your CPD and manage it in the future!

1. Keep records regularly either via your diary, PC, smart phone or the ‘low tec’ version of sticky notes pushed in a file. Log everything and prune later. It can help with appraisals and job applications as an aide memoire.
2. Set up your CPD Record for things completed over the last twelve months and a CPD plan for things you intend to do in the next twelve months– you can then use this as a template for future years.
3. Use the templates available on the CIPD website or one of the various companies offering CPD record keeping facilities on the Web (especially if you have other peoples’ records under your responsibility).
4. Use the salami technique – slice off a bit at a time! Don’t leave itto the last minute but do your CPD in small chunks but often. If you need a bit more discipline then set up an alarm on your calendar/phone to remind you to add something to your CPD file.
5. When you have ‘down time’ before a client meeting or waiting for public transport then check your diary for the past few weeks and make a brief notes on what you have learned from particular events then put it in your file to collate later.
6. Be creative with your CPD. It can be cost-free as well as pain free. Use the many daily opportunities to reflect on your learning. Try new methods to make CPD less of a chore. For example, listening to podcasts whilst commuting makes good use of time.
7. Work out what your preferred learning style is.

* Do you like to learn by doing? Then go for more project work or more interactive learning on the web.
* Do you learn best by reading and reflecting? You’ll find it easier to record your learning from client meetings that have gone well or not so well.

1. Have a career plan so that your CPD is not only tuned into upgrading or meeting membership requirements and what your organisationneeds from you, but also where you intend to head with you career (and life) in the future.

If you struggle to do this on your own, then recruit an Executive Coach\*. Remember, working with a coach will also count as CPD hours too!

1. Intending to move into management? You will need to do some training needs analysis on the gaps in your knowledge and skills to take you from technical expertise to a new skill set of managing people\*\*. Plan your CPD accordingly.
2. Ensure you appreciate the amount of reading you are doing and how that relates to your CPD. Many HR professionals have vast amounts of reading to do, but forget that a large part of this may involve new pieces of learning that counts to CPD – *it just needs recording as such*.

Enjoy your pain free CPD!

### Founded in 2001 by Julia Menaul, **Spark Coaching and Training** is one of the UK’s leading coaching and training companies and we’ve helped leaders, managers and businesses in the public and private sectors find their ‘fire’ since 2001.

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