

## Continuing Professional Development (CPD) Plan

The purpose of a Continuing Professional Development Plan is to identify and record the learning and development you plan to undertake to be effective in your career. This could be to improve and develop your performance in your current role or to enable you to move into a new role. Ideally the CPD plan should be completed as the outcome of discussions during an appraisal or following completion of a Training Needs Analysis. It can also be used as a personal plan when you are seeking employment or to change career.

### **How to complete this form**

1. Enter each of your CPD requirements
2. For each area of development enter what you will do to address it e.g. take an online course, achieve a particular qualification, shadow a colleague or attend an event
3. For each identified action enter a date for completion and when progress towards completion will be reviewed
4. Enter a success criterion against each CPD action. In other words how will you and your manager know when the CPD activity is complete e.g. certificate of achievement, or manager observing performance
5. When the CPD action is complete enter the date.

Employee name:	
Position:	

Date CPD Plan created:	
CPD to be signed off by:	

Area for Development	CPD Activity/Action	Resources Required	Planned Completion Date	Progress Review Date	Success Criteria	Date Completed	Signed Off