

Personal Development Planning

Course Outline

Organisations clearly benefit from having individuals who deliberately plan their on-going development, and pursue opportunities to develop and grow within their current job. This course will provide participants with the framework and inspiration to work out what they want from their careers and how to make the best of the opportunities for training and development, whether provided by their employer or funded by themselves. It will enable them to discover how to get to where they want to go; how to formulate their own goals and ambitions and will help them to identify and utilise a wide range of formal and informal development opportunities and processes, often not considered.

It is particularly recommended for anyone who is at a crossroads in their career, or for anyone who would like to be more proactive in planning and developing their ongoing development of knowledge and skills in order to improve their longer-term prospects.

KEY AIMS

1. To assist participants to identify and to achieve desired personal development.
2. To introduce powerful and flexible tools for use by both individuals and teams within the organisation, whatever their previous experience or circumstances.
3. To enable participants to become more motivated in their roles by developing a positive personal development plan.
4. To focus on key issues and challenges relating to personal development.
5. To cover essential topics in a relatively short time, whilst ensuring an immediate impact on practice.
6. To accommodate participants' learning styles, by including a variety of group challenges, practical exercises, opportunities for personal assessment, and presentation of key techniques and strategies.

KEY BENEFITS

Participants will learn how to:

- Review their current role, and the skills, knowledge and approaches required for success
- Formulate realistic development goals and ambitions
- Implement a proactive learning and development approach
- Set personal objectives to maintain motivation for ongoing development
- Identify personal strengths and development needs
- Identify their personal learning style and select learning opportunities that suit that style
- Identify and fully utilise the range of formal and informal support and development opportunities available
- Ensure that learning is taken back to the real workplace, and becomes a core part of their working practices.

Organisations will:

- Develop employees to their full potential
- Have more confident and competent staff
- Have more motivated staff
- Encourage better skills transfer through internal promotion

OUTLINE PROGRAMME

- **Work Ethics** – Exploring and clarifying personal values, attitudes and motivations at work.
- **Behavioural Profiles** – Understanding personal behavioural strengths and development needs.
- **Personal Profiling** – Analysing personal knowledge, transferable skills and expertise; technical and professional abilities.
- **Goals and ambitions** – Discovering personal ambitions; planning long and short-term goals and objectives.
- **Identifying Personal Learning Needs** - Exploring what you want to learn in relation to your current role and in relation to longer-term career goals
- **Learning Styles** – Exploring the four key learning styles and preferences, and how they relate to the ‘Adult Learning Cycle’
- **Formal and informal training and development** processes – Examining how to take advantage of a range of opportunities for personal development.
- **Action Planning** - Identifying continuing personal development needs and extending learning into the workplace.

FEEDBACK

- “It helped me be more aware of what my strengths and skills are, and what I really want from my career, so I am now better able to plan my on-going development and be more strategic in my choice of development activities.”
- “The course was well structured and very well facilitated, it was very thought provoking and enlightening.”
- “I learnt a lot about my attitudes and values and how I need to incorporate these into my personal development plan”
- “It was an excellent course and I learnt a lot about personal development planning that I will be applying to my own situation, but it will also help me to encourage members of my team to be more thought through in their own ongoing development.”
- “It helped reinforce how important it is to stay focussed on where you’re heading”

COST

We understand that training is an investment - not just in terms of the cost, but also in time. We are therefore committed to providing excellent value by ensuring that our open courses are competitively priced. Unlike other inexpensive open/public courses, we deliberately restrict the number of places so you can rest assured that the training will be focused on the needs of every delegate, and will be an effective learning experience.

Fees for 1-day open courses from H2 are as follows:

- Per delegate: £295 + VAT
- 2 or more delegates: £255 + VAT each
- Public Sector: £255 + VAT
- Registered Charities and self-funding individuals: £230 + VAT

Fees are fully inclusive of:

- Course tuition / materials
- Workbook, with comprehensive reference materials / proformas
- Lunch / refreshments
- Personal action planning
- Certification (on request)
- Follow-up support (on request).

CONTACT

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