

Personal Development Plan

Name	
Membership Number	
Year of review	
Date of plan formulation	

Review of previous continuing professional development					
What did you do and when?	CPD Hours		What were the main learning points?	How have you used the learning since?	What further development needs are implied from this activity?
	Core	Supplementary			
<i>1. Training skills - Basics of training techniques March</i>	<i>6 hours</i>		<i>Multiple intelligences Creativity PowerPoint</i>	<i>Applied one or two new ideas</i>	<i>Deliver sessions to gain practice Development plan</i>
<i>2. Auditing skills IQA one day course September</i>	<i>6 hours</i>		<i>Basic auditing technique</i>	<i>Carried out several audits using new techniques</i>	<i>Consider lead auditors course</i>
<i>3. Branch seminar on violence at work November</i>	<i>3 hours</i>		<i>Need for policies and training</i>	<i>Team discussions to review internal policies on lone working</i>	<i>None at present</i>

Additional further training or development needs

Future job role may include management of team and project work

General updating on food safety to maintain broad interest

Development plan for year_____

Activity	Sourcing	Key objectives
1. Deliver 5 training sessions using more aspects of multiple intelligences and get feedback from training colleague	Internal	Practice and apply training techniques gained last year
2. Attend further training on PowerPoint use	XYZ training	Learn about multimedia application, inserting video clips etc.
3. Lead Auditor course	Quality First	Gain qualification
4. Food Safety update - one day seminar	Charlton Food Research	Learn about new legislation and new HACCP requirements