



4D Group

## **Continuing Professional Development - Personal Effectiveness Workshop**

### **Who Would Benefit?**

Part-qualified CII and others for whom CPD is important.

### **Objective**

Following this workshop delegates will be able to understand how their learning needs can be met through CPD. Be able to list and work on their own needs - personal, professional, managerial and business. Learn in a way which best motivates them. Formulate an action plan with prioritised CPD. Focus on development needs that really matter in line with Company/Job competencies. Construct personal development plans which can be supported by ongoing coaching.

### **Content**

Self managed development – taking the initiative and achieving work-life balance.

Managerial competencies model.

Focus on your competencies and what you want and need to achieve.

What can be achieved through power and influence?

Responding to change and transitions.

Individual preferences, Myers – Briggs Type Indicator.

Preferred Learning Styles – Honey & Mumford.

Personality – Occupational Personality Questionnaire & derived scales on Team Type, Leadership Style – expert system report.

SWOT analysis.

Force field analysis.

Performance management systems and their use for providing learning needs.

### **Duration**

One day

### **Minimum Numbers**

Four delegates