



DRAE & DRE
CIC

EMPOWERING PEOPLE.
BUILDING SKILLS.
CREATING OPPORTUNITY.

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CPD EXPLAINED

CONTINUING PROFESSIONAL DEVELOPMENT

CPD is the ongoing process of improving your skills, knowledge and experience throughout your career. It helps you stay up to date, grow with confidence and achieve your goals.



IN THIS GUIDE

- ✓ What is CPD?
- ✓ Why CPD matters
- ✓ Benefits of continuing professional development
- ✓ Types of CPD activities
- ✓ How to create a CPD plan
- ✓ Recording and tracking your CPD
- ✓ CPD tools and resources
- ✓ Key things to remember

THE BENEFITS OF CONTINUING PROFESSIONAL DEVELOPMENT



STAY RELEVANT

Keep your skills and knowledge up to date in a changing world.



BOOST CONFIDENCE

Learn new skills and build confidence in your abilities.



IMPROVE PERFORMANCE

Apply new learning to do your job better.



ENHANCE CAREER PROSPECTS

Open doors to new opportunities and career growth.



INCREASE VALUE

Become a valuable asset to your employer and industry.



SUPPORT PERSONAL GROWTH

Invest in yourself and achieve your personal goals.

TYPES OF CPD ACTIVITIES



LEARNING COURSES

- Online courses
- Workshops
- Webinars
- Short courses
- Formal qualifications



ON-THE-JOB LEARNING

- New projects
- Stretch assignments
- Job shadowing
- Mentoring
- Delegated tasks



SELF-DIRECTED LEARNING

- Reading books
- Industry articles
- Research
- Podcasts
- Watching videos



NETWORKING & EVENTS

- Conferences
- Seminars
- Networking events
- Professional associations



SHARING KNOWLEDGE

- Teaching others
- Presenting
- Writing blogs
- Volunteering
- Peer discussions



REFLECTION & REVIEW

- Reflect on learning
- Seek feedback
- Review goals
- Apply and improve
- Record progress



Every learning experience adds value. Every step forward counts.



HOW TO CREATE YOUR CPD PLAN



1. IDENTIFY YOUR GOALS

What do you want to achieve in your career? Where do you want to grow?



2. ASSESS YOUR SKILLS

Identify your strengths and areas for improvement.



3. PLAN YOUR LEARNING

Choose activities that will help you achieve your goals.



4. TAKE ACTION

Commit time to your learning and take consistent action.



5. REVIEW & REFLECT

Track your progress and reflect on what you've learned.



6. UPDATE & ADAPT

Keep your plan flexible and adjust as your goals evolve.



WHY CPD MATTERS TO YOUR FUTURE

A commitment to lifelong learning shows ambition, professionalism and a willingness to grow. It sets you apart and prepares you for whatever comes next.



Keeps you prepared for change.



Helps you achieve long-term success.



Encourages innovation and new thinking.



Builds credibility and trust.



Expands your opportunities.



Supports personal and professional fulfilment.



Invest in your development today, build your future tomorrow.



CPD TOOLS & RESOURCES



Online learning platforms



Professional bodies & memberships



Industry events & webinars



Books, podcasts & articles



CPD tracking apps & journals



REMEMBER

Learning is a journey, not a destination. Keep growing. Keep progressing. Keep achieving.



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