

Continuing Professional Development Plan

Name: M. Y. Development CIOBS Membership No: 12345678 CPD Year: 20XX

Category	Learning Objective	Activity	Learning Outcome/ Result	Start Date	End Date	Hours
Professionalism & Ethics	Consider where you are in relation to your current objectives?	Insert a specific activity which you have committed to undertake	What did you learn from the activity undertaken?	1/2/XX	30/3/XX	X.X
Technical Skills	Identify what skill or competency you wish to develop		How did it help to improve your performance?	1/9/XX	31/5/XX	X.X
Management and Leadership Skills	Establish a specific learning objective which will result in improved performance	Consider a wide range of activities eg reading business press, attending an organised event, participate in new activity	What feedback did you get from colleagues or line management?	1/1/XX	31/12/XX	X.X
Communication Skills				15/4/XX	31/7/XX	X.X
Community/ Voluntary Activities				15/6/XX	31/8/XX	X.X
<i>Total</i>						X.X

I declare that this is a true and accurate record of my CPD activity.

Signed: M.Y. Development

Date: 9/01/XX

Please retain a copy if you need to send your completed plan to CIOBS as part of a sample for monitoring purposes.