

Managing Professional Development

“Skills for self development and life long learning”

A training event to allow delegates to reflect on their current skills and attributes. The course embeds a set of skills to enable self managed learning for both career and personal development.

DEVER TRAINING
AND
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Five Day Course.

We now live in a world where there is constant change requiring ever increasing flexibility in our skills and approaches in both our professional and personal lives.

No longer is learning and education restricted to our teens and early twenties within a formal educational environment. Learning has become a life long endeavour because most individuals will now have several careers within their working lives with an ongoing need to develop both their existing and brand new skills.

We all need to develop techniques and processes that constantly re-address our abilities and challenge our understanding of how and what we do, or how we might develop in the future.

This course is designed to enable learners to assess and develop a range of professional and personal skills in order to promote their future development. These skills will enable the delegate to either prepare for a directional change in their area of work or develop their existing career further.

This course explores the world of continual professional development (CPD) and how this reflective approach analyses how we do things and how to leverage learning in order to embrace change; it provides a set of strategies for using self managed personal development that can be used for many years to come.

This course provides an excellent grounding in self awareness and an empathy for the needs and personalities of others in a team. This training event provides a platform for learning how to work as part of an effective working group and is an essential first step in building effective performing cross functional teams.



Content Overview.

- The course conducts many self awareness sessions including several tests and questionnaires.
- It explores how we learn and what learning styles mean in our communication efforts with others.
- The course undertakes a current state skills assessment and assists attendees in setting both personal and career goals.
- The subject of time management is explored in some depth with a number of alternative strategies being explained and explored.
- Learning opportunities and goals are evaluated and a learning – career plan is put in place.
- We explore the development of an effective curriculum vitae and the development of a portfolio of work to use in the marketing of a career.
- The use of research techniques and self promotion using social media and fact based personal marketing is explored.
- The course also develops a series of business skills including problem solving, planning, communication and leadership.
- Presentation and facilitation skills are covered with each delegate presenting to the group as a whole their approach to life long learning and their overall career plan.

On Completing the course the delegates will:

- Have a good understanding of how to use reflective practice in developing life long learning including the principles and practical application of continual professional development.
- A better self awareness and focus on what is right for them.
- Understand how everyone is different and how best to relate to others who may or may not operate in a similar to themselves.
- Have developed a comprehensive career and learning plan with a strategy for continual refresh of that plan.
- Have developed a set of learning goals and an awareness of what training or learning opportunities are available to develop their required skills.

Who Should Attend:

This course is equivalent to a NQF level 4 qualification and is loosely based on a specialist unit “Managing Professional Development” from an HNC/D business studies course.

It is particularly suited to junior managers and professionals who have only undertaken education specific to one career and have a need to develop beyond their academic baseline to grow in their chosen organisation or profession.

It is also applicable to those recently made redundant or those subject to career change that need to re address where they are and what new skills they need to develop to enable them to re engage. The course is therefore suitable to contributing to part of an outplacement programme.

It is also useful for managers who would benefit from “stepping outside for a while” to reflect on their progress and interaction with colleagues and re assess their skills.

What This Course Is Not About:

This course is not a brain washing, semi religious or positive thinking coaching event but a set of hard skills, and resulting practical approaches designed to generate reflection and thinking “outside of the box”.

Expectations of Delegates:

Delegates will be expected to get involved and contribute to group exercises and discussion using there own experiences to benefit the group as a whole.

We will expect people who attend to treat other delegates with respect and confidentiality as many of the issues discussed may well on occasions be quite personal.

We expect delegates to find the event quite enlightening and they may well look back on it in years to come and see it as a pivoting point in their professional lives.

We will endeavour to get people to think differently about what they do and appreciate that other disciplines and personalities, different to their own, add value to a multidisciplinary team.

Delegates should bring a laptop or have access to computer equipment to enable them to conduct research and complete some of the assignment exercises.



Course Leader Profiles.

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Geoff Kontzle

Geoff has over 25 years experience in a variety of management roles. He was previously Head of Public Sector at Alliance & Leicester Plc and held a Director position at Capita Group Plc (Sector Treasury Services Ltd). He has held a number of senior management appointments within the Barclays Bank Group of companies developing effective teams as coach and as a development leader.



Geoff tutors in business studies in further education colleges in Hampshire and is experienced in teaching young people and adults at a variety of levels including foundation degrees and BTEC.

Geoff holds a Preparing To Teach in The Life Long Learning Sector (PTTLS) certificate which is the threshold qualification for teaching for publicly funded training.

David Winders



David has a background in project and change management since the mid nineties; whilst at Barclays Bank Group in he specialised in finance training for equipment manufacturers and their sales networks.

At Dell Financial Services, and Centrica he developed a career in project management business analysis and business change.

More recently David has supported a variety of organisations including: AXA, Bank of Ireland, Iveco-Finance, NAGE, Serco and Skandia Life where he has had a focus on training and skills transfer to permanent members of staff.

David trains in business architecture, organisational design, project and business analysis matters; David also holds a PTTLS qualification.

