

# Competence and Commitment report – future examples

Section Eii - Future CPD Plan		
Example 1	Briefly describe the method and approach/tools that you use to identify your CPD development objectives, and how they are turned into an actionable plan.	In my company I review my CPD plans at the start of each year with my line manager as part of a career development discussion. We use the company competency standard for my current job role to aid in identifying my development objectives. These objectives are then recorded and agreed as part of my overall work objectives for the upcoming year which is then approved by my line manager.
	Describe the development objectives that you have identified to be addressed in the next 1 – 2 years and the purpose of each one.	For each objective listed, describe what activities you plan to carry out to achieve it and the expected timescale.
	<ul style="list-style-type: none"> <li>• Factory financial management and awareness to give me a greater understanding of how larger businesses tackle capital expenditure and allocation of financial resource to new product development (NPD) and engineering product development (EPD) projects.</li> <li>• Broaden my experience base to packaging and tableting equipment.</li> <li>• Increase my exposure to and understanding of "pure pharma" production, reference the marrying of GMP regulatory requirements with the FMCG focus of my current employers.</li> <li>• Construction (Design and Management) (CDM) regulations awareness as part of regulatory/legal compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at company internal training course in the next 12 months.</li> <li>• Seek project opportunities in the next 1-2 years within packaging environment and the tablet / capsule manufacturing environment, which will allow me to apply what I have learned through roles in liquid process-focused areas to other manufacturing areas</li> <li>• Continued attendance at relevant IChemE seminars and events (as per recent Pharma Special Interest Group event about cleaning and validation)</li> <li>• I have proposed this training to my departmental head for our entire group, to aid in our understanding of and compliance with key legislation that few of us have had training in or real exposure to.</li> </ul>

Example 2	<p>Briefly describe the method and approach/tools that you use to identify your CPD development objectives, and how they are turned into an actionable plan.</p>	<p>As a self-employed professional engineer, I review my CPD on a regular basis, considering the upcoming work that I have secured, and identifying new opportunities for work, which may mean learning new skills. I use my professional network to help me identify the best development opportunities, within the financial limits I have. I then set down target dates for each activity I plan to do, based on my current workload.</p>
	<p>Describe the development objectives that you have identified to be addressed in the next 1 – 2 years and the purpose of each one.</p>	<p>For each objective listed, describe what activities you plan to carry out to achieve it and the expected timescale.</p>
	<ul style="list-style-type: none"> <li>• Improve my understanding and skills in project management in order to help me in appreciating limitations project managers face, as I have to work with them daily, and so I can see how to adapt my approach when I deal with them.</li>   <li>• Improve my knowledge of process safety keep performance indicators (KPIs) as this is a subject that I am becoming involved in with my clients.</li>   <li>• Refresh my presentation skills.</li> </ul>	<ul style="list-style-type: none"> <li>• I am currently examining various project management training courses, ranging from 2-5 days. I plan to attend one in the next 6 months.</li>   <li>• I plan to attend the next IChemE Process Safety Performance Indicators event and also carry out some self-study on this topic.</li>   <li>• Offer to give an evening talk on a technical subject to my local member group. Plan to email the chair of the member group in the next 2 months to offer myself and suggest some topics for them to choose from.</li> </ul>