

## **Continuous Professional Development**

The Society is considering launching a CPD scheme for our members. If this is something you think you would participate in, please let us know. If there is sufficient interest we will launch this scheme later in 2006. We welcome your comments and feedback.

**Continuous Professional Development** is the systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional duties throughout your working life. The process enables you to stay ahead of your profession.

### **CPD The WMSoc Scheme**

We all have a duty to keep abreast of up-to-date techniques, developments and requirements in all areas of the swimming pool profession.

Naturally, individuals will be concerned mostly, but often not solely, with their own particular area of expertise. In order to carry out our jobs to the best of our ability some level of expertise is necessary and it is important that we continue to develop such skills and techniques. The WMSoc CPD scheme is a convenient formalised way to achieve this and will help to raise levels of expertise and performance.

#### **First steps**

Carry out a SWOT analysis. This should be an honest and frank assessment of your personal position.

List your:

**Strengths.** What are your positive personal attributes and your present position?

**Weaknesses.** What are the negative aspects about you and your present position?

**Opportunities.** What aspects relating to the present or foreseeable future can be used to your advantage?

**Threats.** What aspects relating to the present position or foreseeable future may operate to your disadvantage?

#### **Review**

Ask yourself: Where am I now? Where do I want to be? Which is the best way to get there? How do I ensure that I achieve my objectives?

#### **Identify your goals**

Set yourself targets to include immediate job requirements, business and career aspirations, personal targets, family and personal circumstances.

#### **Determine the skill or skills you need**

You may need to acquire specific knowledge and skills and abilities to achieve your objectives. You may be in a position already, where your CPD influences the professional development of others e.g. colleagues. At any stage, it helps to determine competencies you will need; for example both technical and inter-personal skills can help raise overall performance.

#### **Record your learning**

Keep records of relevant activities and learning. Stay focussed on areas you need to develop and record all activities on your personal record. This will enable you to review your position and see how you have progressed.

#### **Evaluate and review**

Evaluate and review your progress regularly. This will give you an indication as to how you are meeting your original objectives and will enable adjustments to be made accordingly.

#### **What counts as CPD?**

CPD can take many forms. For example: attending seminars or courses, taking part in meetings or discussions, reading or writing technical articles; the most important factor is what has been gained by you as a result. The WMSoc scheme is intended to encourage personal development to meet the needs of the individual. There is no set system, as personal requirements will, inevitably, vary. Individuals, therefore, should take responsibility for identifying their own needs and continuously developing themselves.

CPD is a personal issue and it is not possible to state the number of hours that it will take to meet the individual needs. Participants are however, encouraged to set aside a few hours per month to update their CPD.

#### **The benefits**

Enables identification of weaknesses in performance and provides the ability to instigate remedies. By keeping abreast of developments and current issues you will be able to respond to changes that may occur in your organisation/company and to display high competence in your field of operations.

CPD can have the effect of raising the level of your own performance and of your staff and this usually leads to increased motivation.

By taking responsibility for your own career, and by recording achievements, you will be able to show your employer or prospective employer, real evidence of your commitment to learning and development.