

MANAGING SELF DEVELOPMENT

OUTLINE

MODULE 1 - Identify the skills and knowledge required for the development of your career path, giving cognizance to your personal objectives and present and future requirements of your organisational role.

- ✓ Understand the concepts associated with the field of self-development (e.g. career path, organisational culture, goals, etc).
- ✓ Produce evidence of the process of self-evaluation and self-analysis and demonstrate the utilisation of the information in a self-development plan displaying realistic, challenging and measurable objectives, both in the short and long term

MODULE 2 - Make and update personal plans for developing skills to improve performance where such plans contain challenging, realistic and measurable objectives.

- ✓ At regular intervals, produce evidence of ownership of career plan and of specific steps taken to implement and update the plan
- ✓ Show evidence of researching training and development options with respect to selecting optimal resources
- ✓ Produce evidence of the process of self-evaluation and self-analysis and demonstrate the utilisation of the information in a self-development plan displaying realistic, challenging and measurable objectives, both in the short and long term.

MODULE 3 - Select mechanisms for pursuing feedback of current levels of competence and personal growth (e.g. communication with superiors) and planning the appropriate corrective action to accomplish objectives

- ✓ Understand internal and external structures (e.g. statutory requirements and human resources development procedures) designed to assist in self-development
- ✓ Produce evidence of the process of self-evaluation and self-analysis and demonstrate the utilisation of the information in a self-development plan displaying realistic, challenging and measurable objectives, both in the short and long term.

MODULE 4 - Source, select and utilise the requisite resources for the successful achievement of planned objectives, drawing on the experience and guidance of senior management

- ✓ Show evidence of researching training and development options with respect to selecting optimal resources

MODULE 5 - Identify ways to minimise digressions or obstacles for the successful achievement of self-development objectives, making contingency plans if required (e.g. delegate work responsibilities)

- ✓ Produce evidence of the process of self-evaluation and self-analysis and demonstrate the utilisation of the information in a self-development plan displaying realistic, challenging and measurable objectives, both in the short and long term
- ✓ At regular intervals, produce evidence of ownership of career plan and of specific steps taken to implement and update the plan

DURATION:

Theoretical training and assessments: 3 days