

Development plan

Name: Janet Holby

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Covering the period from: April to March

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
I need to improve my Excel spreadsheet skills.	Attend a refresher course at a local college.	Time, money, patience and a computer.	Being able to produce complex spreadsheets as required for clients.	October
Review the marketing and delivery of the products I offer in my consultancy business.	Look at the content and context of each product I offer and the frequency of use.	Time. Suitable information sources as required.	Streamlined products offered to target markets.	March
Refresh my knowledge on employment law.	Attend an employment law update offered by the CIPD.	Time and money.	Up-to-date knowledge of what is going on in the employment law field.	July and ongoing

CPD record

Key dates	What did you do?	Why?	What did you learn from this?	How have/will you use this?
April	I carried out an analysis of an employee survey for a client organisation.	I was under contract to deliver this phase of the project after having designed and implemented the survey.	It was very time consuming and my price was under quoted considerably. I realised that I need to brush up on my Excel spreadsheet skills.	I'll need to give serious consideration as to whether I undertake similar projects again. I will improve my Excel spreadsheet skills and level of knowledge.
April	I was involved in a budget briefing meeting.	I needed to understand the implications of the budget on my business.	Capital gains tax; consider the idea of a limited company for tax purposes.	I'll need to talk to my accountants about the best way forward for my company.



August	I attended a mock Employment tribunal event organised through my CIPD branch.	To update my knowledge of employment tribunals.	It was a refresher of what I already knew.	I'll bear this knowledge in mind should I ever be involved with an employment tribunal.
November	I negotiated with various recruitment agencies over their terms and conditions and appointments as preferred suppliers.	Part of my role in helping a customer to rationalise their excessive number of agencies and thus improve their effectiveness.	Finding an agreed point requires time and a lot of discussion but taking a reasonable approach does get results.	This will be useful in future years when renegotiating.
January	I attended a branch event on Presentation and Image.	To further enhance my own image, which is vital when you're running your own business.	Mainly reinforcement but some useful information on dress and body language.	I'll be more aware of my own and other people's body language in future and use my learning to maximise my potential of gaining and retaining clients.
March	Design and implementation of a Facilitation Skills workshop.	In response to a client need.	I had too much content for the time allocated. In future I think I would have to say that the workshop could not be done at all in the time allowed.	I'll completely review the structure and content of the whole workshop.

