

Unit 239: Manage personal performance and development

LEARNING OPPORTUNITIES AND DEVELOPMENT PLANS



INTRODUCTION

Each industry and in turn each job within an industry has different learning requirements.

In some industries or jobs, there are learning requirements set by law where those carrying out a particular task must regularly update their skills, eg some tasks within the gas industry.

In most cases, though the learning requirements are dependent on the needs of the organisation or the individual.



DIFFERENT LEARNING OPPORTUNITIES

Off the job

- distance learning
- e-learning
- evening classes
- short courses covering specific requirements.



LEARNING OPPORTUNITIES CONT.

On the job:

- coaching
- learning by watching
- in-house training
- shadowing
- moving through departments or job rotation.

What is available will depend very much on individual circumstances.



SOURCES OF INFORMATION ON CAREER AND DEVELOPMENT OPPORTUNITIES

- management
- Human Resources Department (HR)
- Training and Development Department
- intranet/organisation web site
- newsletter
- bulletin board
- staff notice board.



EXTERNAL SOURCES OF INFORMATION

- trade unions
- trade magazines
- manufacturers and suppliers
- government agencies
- employment agencies
- colleges
- libraries
- newspapers
- internet.



EFFECTIVE TRAINING

For training to be effective consider:

- the learning styles
- training methods (coaching, online etc),
- the resources required
- the focus.

Evaluation needs to then take place on whether the training that takes place has supported business goals and closed the skills gap.



LEARNING AND DEVELOPMENT PLAN

This learning or development plan will be personal to you and considers the following:

- What skills do you need for the job?
- Your learning style – what is your personal learning style?
- The learning activities offered by the organisation.



LEARNING STYLES

Honey and Mumford's model identifies four learning styles

- activist
- reflector
- theorist
- pragmatist.

It is important that you find out what type of learner you are to ensure that you select the method of development best suited to you.



SMART

SMART targets mean you ensure you set targets that are

- **Specific**
- **Measurable**
- **Achievable**
- **Relevant**
- **Time related.**



EXAMPLE LEARNING/DEVELOPMENT PLAN

Development need	How this will be addressed	With assistance from	Date to be completed by



REVIEW AND UPDATE

Your personal learning/development plan should be reviewed and updated regularly.

You should always make sure the activities you action plan are relevant to the job and don't overload you.

