CPD – a holistic approach to Continuing Professional Development with the aim of enhancing skills, knowledge, abilities and performance for the purpose of career advancement and self-actualisation.

**Approach**

I assess the relative risks and opportunities of the considered package of CPD with a view to professional improvement and self-actualisation. Once considered and committed I adopt a process approach to the learning process with a desired outcome in mind from the outset and self-set milestone reviews where appropriate imposed to keep the process on-track in terms of desired learning, skills enhanced and time-frame goals.

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| **Training | Courses | Education | Seminars** | | | | | | | |
| **Date** | **No. of Hrs.** | **Venue (if applicable)** | **Method of Delivery** | **What I did** | **Why** | **What I learnt from the process** | **How I will use | have used the learning** |
| Jul-2016 | 35 | Alcumus ISOQAR | Classroom, Role Play, Exam | **Lead Auditor for ISO 9001 QMS** Auditing, evidence finding and evaluation and interview skills, organising and managing set-up and hand-over meetings, giving feedback | Commercial need, personal interest, improved skills | An in-depth knowledge of QMS, enhance interview skills | Auditing of QMS, enhance QMS mgmt. systems, interviewing of staff and business partners |
| Mar-2017 | 64 | Manchester Bus. School | Classroom, Role Play, Project Work | **Digital Marketing**  All aspects of business marketing in a digital | on-line environment | Broaden knowledge of marketing | How the on-line environment fits together and how to optimise for communicating via digital media | As the commissioning lead for digital marketing I became better placed to make informed decisions |
| Feb-2018 | 35 | Alcumus ISOQAR | Classroom, Role Play, Exam | **Lead Auditor, ISO 27001 Info. Security MS**  Auditing, evidence finding and evaluation and interview skills, organising and managing set-up and hand-over meetings, giving feedback, aspects of digital information security, legal compliance around information security | Understanding of GDPR and how info. Could be better managed | The legal aspects of information security, and how to optimise for information security | Developed an ISMS, implemented and audited the system |
| Jun-2018 | 35 | Alcumus ISOQAR | Classroom, Role Play, Exam | **Lead Auditor, ISO 14001 Environmental MS**  Auditing, evidence finding and evaluation and interview skills, organising and managing set-up and hand-over meetings, giving feedback, aspects of environmental impacts, legal compliance around polluter pays | Understanding of Enviro. Regulations & how to better manage impact | The benefits of reducing environmental impact | Developed and EMS, implemented and audited the system |
| Nov-2018 | 35 | Alcumus ISOQAR | Classroom, Role Play, Exam | **Lead Auditor, ISO 45001 OH&S MS**  Built on my OH&S PGDip. and BS OHSAS 18001 Lead Auditor Quals. | Greater understanding of OH&S MS | How to build opportunity into the systems in addition to risk reduction | Further development of the OH&S MS |
| Jan-2020 | 64 | Manchester Bus. School | Classroom, Role Play, Project Work | **Manager-2-Leader**  Unpacking the role of manager and looking at ways of developing leadership characteristics | Personal interest in reviewing own skills | An improved appreciation of collaborative working | Commissioned other managers to go on the course |
| Oct-2018 – Mar-2019 | 60 | Salford University | Classroom, Role Play, Continuous Assessment, Interview, Assignments | **ILM L7 Executive Mentoring & Coaching**  Learn about differing models of Leader, Manager and Employee engagement to develop their skill sets | To become a better people manager and leader | Differing models of engagement inc. GROW model and others | Engaged in coaching activities with managers and leaders more effectively |
| 2018 | 4 | Old Trafford Cricket Ground, Manchester | Listening, role play exercises | **Steve Peters**  Talk about his book the Chimp Paradox and how it impacts on decision making | As part of a SMT development day | How people sabotage their own success and happiness | Used as part of the tools when engaging in formal coaching |
| 2019 | 4 | Midland Hotel, Manchester | Listening, role play exercises | **Balaji Krishnamurthy**  His conceptual approach to leadership and intention | To get a greater understanding of intentionality in leadership | The benefits to self, team and organisation by having an intentional style of leadership | Intentionality underpins my approach to leadership and management |
| 2020 | 1 | On-Line | On-line reading & questions | **TrainingSchoolz**  E-Safety – Training for Teachers and Staff | Develop a deeper understanding of e-safety | Confirmed understanding of e-safety | Use as underpinning knowledge during duties as a College Governor and IEPA |

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| **Reading | Listening | Watching** | | | | |
| **Year** | **Title | Authors** | **Media Type** | **What I learnt** | **How I used what I learnt** |
| 2018 | The Soft Edge – Rich Karlgaad | Audio Book | How the ‘soft’ skills are just as if not more important than the hard skills | Incorporated the soft edge thinking into my training modules |
| 2018 | The Excellence Dividend – Tom Peters | Audio Book | Excellence is worked for by people | Incorporated the idea of excellence now into all my training modules |
| 2018 | An Everyone Culture – Deborah Hesling, Andy Flemming… | Audio Book | How organisations can intentionally become developmental in approach | Incorporated intentionality into my caching and mentoring practice |
| 2018 | Principles – Ray Dalio | Audio Book | That transparency and principles do play a big part in running an effective business | Developed a set of principles for Northpoint’s EOT |
| 2018 | Thinking in Systems – Donella H. Meadows | Audio Book & PDF | Just how much managers are confronted with complex dynamic situations and how they deal with them and how this can be improved through a system’s thinking approach | Highlighted systems thinking approaches to problem solving situations |
| 2018 | The Lean Start-Up – Eric Rise | Audio Book | How a planned through approach to business start-up can lead to opportunity success | Refocused on what customers want |
| 2019 | The Courage to be Disliked – Ichiro Kishimi, Fumitake Koga | Audio Book | Based on the thinking of Alfred Adler, happiness in the hands of the self and not dependant on past traumas | Became more confident in deciding what I did and did not want for myself |
| 2019 | Company of One – Paul Jarvis | Audio Book | How working for yourself can be more fulfilling than reaching constantly for growth | Focused on how I wanted to structure my working life |
| 2019 | Coaching for Performance – Sir John Whitmore | Audio Book | Deeper knowledge and understanding of coaching practices | Improved my coaching style for performance |
| 2019 | The Hard Thing About Hard Things – Ben Horowitz | Audio Book | Advice on how to build, run and grow a start-up | That dealing with the hard things is the most effective way of dealing with issues and problems |
| 2019 | Managing Oneself – Peter Drucker | Audio Book | Excellence is a combination of strengths and self-knowledge | Added to my approach to systems management |
| 2019 | Find Your Why – Simon Sinek | Audio Book | How to use the concept of the golden circle in organisational development | Refocused on WHY I wanted to do the things I do |
| 2019 | Extreme Ownership – Leif Babin, Jocko Willink | Audio Book | How ownership of a problem is the key to solving a problem | Included elements of problem ownership into my leadership training modules |
| 2020 | Growth IQ – Get smarter about the choices that will make or break your business – Tiffani Bova | eBook | Currently reading |  |
| 2020 | Prince 2 | Book | Currently reading |  |
| 2019 | Business Model Generation | Book | How all business can be broken down into the elements, how to document them on a ‘canvass’ and use it for business focus | Incorporated the business model canvass into my consulting practice |
| 2019 | Bad Blood – Story of Theranos | eBook | How some investors are willingly ignorant of the truth | I use the story as an example of how not to do business when helping clients to work through their values, vision and mission |
| 2019 | The Moment of Lift – Melinda Gates | eBook | An insightful book about women and the power of women | I learnt to be more appreciative of what it might be to be a woman in business |
| 2018 | Step by Step Guide to OKR’s – Alexander Maasik | eBook | How to use Objectives and Key Results in business | OKR’s are the bedrock of how I help organisations bring focus to their business |
| 2018 | Building a StoryBrand – Donald Miller | eBook | A method for how to connect with customers and employees | Simplification of what I can offer when helping organisations |
| 2018 | Measure What Matters, OKR’s, the simple idea that drives 10X growth – John Doerr | eBook | How John Doerr invested in Google as a start-up, introduced them to OKR’s and how Google developed as a result | OKR’s are the bedrock of how I help organisations bring focus to their business |
| 2017 | Mastering Coaching – Max Landsberg | eBook | What the skills are of an effective executive coach | I use a coaching style when managing people and offer executive coaching in a formal setting |
| 2017 | The Tao of Coaching – Max Landsberg | eBook | The philosophies that underpin great coaching | How to create more time for myself and create great teams through coaching practice |
| 2017 | One Person – Multiple Careers – Marci Alboher | eBook | How slash careers can be more fulfilling | Gained agency in working towards an associate career |
| 2017 | Eat that Frog, get more of the important things done today – Brian Tracy | eBook | How to focus on what’s important | To do the worst thing first, things will only get better |
| 2017 | Start with Why – Simon Sinek | eBook | Why some businesses ae just great | Concentrate on why I do things rather than the what things I do |
| 2017 | The Idea in You – Martin Amor, Alex Pellow | Book | A system for finding and building your ideas into workable businesses | Use it as a reference book when helping people to realise what their dreams might be and what they can do about them |
| 2017 | The Naked Leader – David Taylor | Book | The secret of success | I apply the method to myself and offer it to others |
| 2018 |  |  |  |  |