

Develop your own Professional Development Plan

Benefits of the Professional Development Plan

Most clerks and councils now recognise the value and benefit of training. Your Professional Development Plan includes your training aims for the forthcoming year and can be taken to an annual appraisal to identify your training goals and needs.

Your plan includes:-

1.	Your aims	Your own objectives for the forthcoming year which can include qualifications, webinars and other training courses and events.
2.	The benefits to both you and your council	This is an ideal opportunity to explain how the training you have identified will not only benefit you but also your council – particularly if you are asking the council to cover the cost.
3.	How to achieve these	This identifies relevant training – you can find specific training information from your CALC, SLCC and other providers.
4.	Possible training providers	Ideally you will have already sourced this information particularly if you are using your Plan with your council.
5.	Costs	Be as specific as you can with costs of the training so it can be included in your council's training budget.
6.	Timescale	Some training is much longer than others. Again, be specific. If using at your appraisal then your council is aware of continued training and you can discuss progress etc.
7.	Completion date	This confirms the timescale as above.
8.	CPD Points	All relevant training carries CPD points – usually listed when you book your training.

Remember to save your plan! It is not done automatically.

You can also print your plan and use at your annual appraisal with your council to agree training which is of both benefit to you and your council for the forthcoming year.

Several examples are shown on the next page.

Development Aim	Benefit(s) to me / my council(s)	How to achieve (development / training)	Training Provider	Cost of Training	Timescale	Completion Date	CPD Points
To ensure I have a clear and demonstrable understanding of	To protect my council against cyber risk including breaches and fraud.	Cyber Awareness e-Course	SLCC	£ 49	6 months	31 August 2021	4
To complete CiLCA	To ensure the council has :- A qualified Clerk Can use GPC can achieve the Quality Award of the LCAS	County Association CiLCA Training	CALC SLCC	£ 150	2 years	March 2023	20
To strengthen knowledge of cemetery management	To ensure the council complies with legislation relevant to managing a cemetery	SLCC webinar on cemetery legal compliance	SLCC	£ 145	3 months	June 16th, 2021	5
To keep up to date with all relevant information	To ensure the council complies with all current legislation and advice	Practitioners Conference	SLCC	£ 75	Feb 2021	Feb 2021	5