

GCSAI CPD

C - Continuing
P - Professional
D - Development

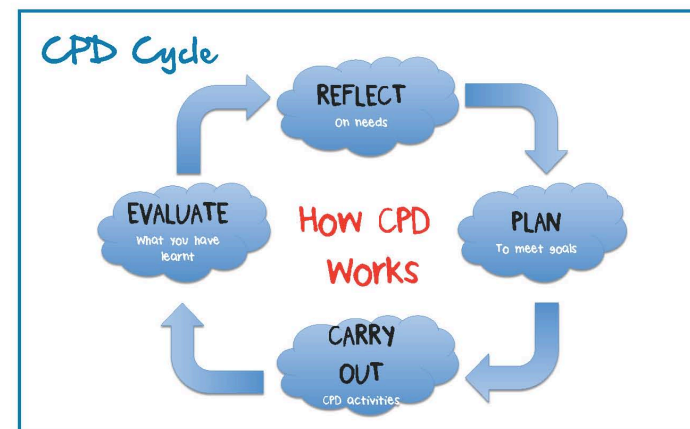


They say that doing the same thing over and over again and expecting a different outcome is the definition of madness! To put that in context of a professional, if you are not updating and improving your knowledge and skills or investigating better ways of doing things, then you won't be standing still, you will be going backwards. In this day and age, that is madness!

Drive Your Career Forward with GCSAI CPD

PLANNING - Critical to your CPD Success

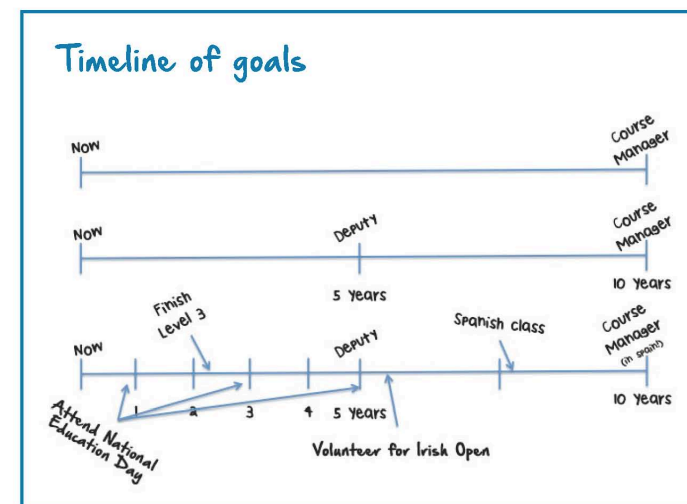
The reason for having a plan is you need to know where you want to be before you can decide what you need to do. So where should you start? Firstly, join the GCSAI CPD Program. This will help and it can be the first goal on your development plan.



The next step is to sit down with a piece of paper and think about where you are NOW. What skills do you have, what are your strengths and weaknesses and what are your goals? At this point, be really honest with yourself. Now take another piece of paper draw a line across it. Start at the far end, with what you would like to achieve. It could be Course Manager, Club Manager, Stock Broker or Film Director. Then work backwards along it putting down what steps you need to reach your desired goal. This is where you may need to do some research or take some advice, because you will need to decide what skills you need to develop to achieve this goal.



For example, completing a course in management or undertaking an evening class in French. At this point, you can begin to break this down into years or months and schedule them. This is called 'chunking'. Breaking down your plan into manageable chunks makes the end goal more attainable, as you will be completing steps towards it. If your goal is to be a Deputy in five years and a Course Manager in ten, break that down by achieving your NFQ Level 6 by year two and then even further by achieving a unit by July. That's just an example, but research has shown by achieving smaller goals on the way to a bigger goal, you are more likely to achieve it. The graph below shows an example of this timeline.



BENEFITS to YOU as an Individual and Your EMPLOYER

CPD enables you to do many things:

- Update your skills and knowledge
- Boost your confidence
- Strengthen your professional credibility
- Ensures your employer has a competent and well-motivated employee

CPD is a strategy to help you succeed and go on succeeding

By committing to CPD it identifies you as a competent professional and GCSAI'S CPD Programme provides you with a way to recognise your commitment. The GCSAI CPD Programme has several benefits to you and your employer:

Benefits for the Individual:

- ✓ Opportunities for career advancement
- ✓ Personal development
- ✓ Proficiency
- ✓ Confidence
- ✓ Engagement with the wider industry
- ✓ Networking
- ✓ Recognition
- ✓ Quality standard
- ✓ Adapt outdated skills
- ✓ In touch with changes in legislation

Benefits for the Employer:

- ✓ Professional staff
- ✓ Proficiency
- ✓ Efficiency
- ✓ Confidence in staff ability
- ✓ Updated and informed staff
- ✓ Motivated team
- ✓ Valued team

