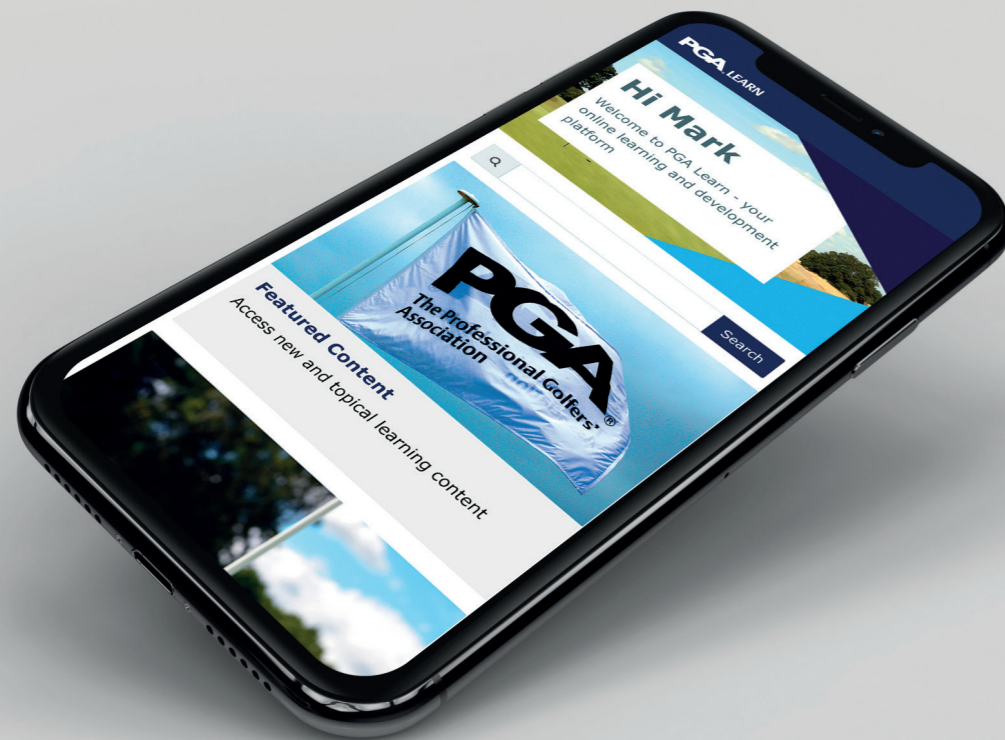


As easy as CPD

With so many ways to learn, Mark Skinner, Head of Business and Management Department, offers some priceless advice on making the most of your time



PGA LEARN

CPD Dos and Don'ts

Do

- Familiarise yourself with the PGA's CPD system
- Plan your CPD and think about what you'd like to achieve
- Think about your needs and the needs of your customers and/or employers
- Explore the range of PGA opportunities that are provided
- Identify learning opportunities that are both relevant and engaging
- Aim for a balanced approach between different CPD activities
- Maintain a record of what you've done
- Make sure you apply your learning and reflect on it

Don't

- Believe the misconceptions regarding CPD. This is not a 'money-making' scheme, in fact, well over 90 per cent of PGA Learn content is free. CPD comes in many forms!
- Wait until the last minute of the CPD year to undertake your personal development
- Commit to CPD that doesn't interest you – it will be really hard to complete
- Engage in CPD because it is convenient, cheap or will quickly enable you to accumulate the hours needed to submit your CPD journal for review
- Forget the CPD system has changed. AA status and CPD points haven't existed since 2019!

How to structure your CPD

Follow this Chartered Institute of Professional Development guide

1 Identify

Understand where you've come from, where you are and where you want to be.

2 Plan

Plan how you can get to where you want to be, with clear milestones to track progress.

3 Act

Act upon your plan and be open to learning experiences.

4 Reflect

Make the most of your day-to-day learning by routinely reflecting upon experience.

5 Apply

Create opportunities where you can translate theory into practice and put your learning to work.

6 Share

Share your learning in communities to generate greater insight and benefit from support.

7 Impact

Measure the overall impact your learning has had on your work.

With the launch of the new PGA Learn apps and the October 31 CPD journal deadline, many Members will be turning their attention to their personal and professional development. In 2020, the PGA's CPD system changed significantly, and you were put in sole charge of your CPD records. You now decide what goes on your records and how much time you would like to attribute to each learning activity. There are no longer any requirements for you to gain a set amount of CPD points that are only awarded for certain 'accepted'

formal learning activities. Listening to a podcast, reading an article in an industry magazine or shadowing a colleague at work are all valid ways of learning. This approach to CPD is not unique and is commonplace in most professional bodies. Valid CPD is now often viewed as anything that a Member chooses to report. This is based on the idea that professionals 'ought' to know what they need to do to keep up and develop as a professional. Although the convenience of the PGA Learn platform (with over 900 pieces of learning content at your fingertips)

and this updated approach to CPD does provide you with more choice over the types of CPD you could engage in, to truly realise the benefits of CPD, the activities you undertake should be targeted and relevant to you, your role and/or your future aspirations. There is little to be gained by quickly completing the minimum requirements for Accredited Status (currently 15 hours per year) by looking at the first few pieces of content you see on PGA Learn without much forethought. I love listening to a podcast as much as the next person, but are these one-off moments really 'learning'?

Of course, learning can, at times, be unplanned and unintentional, but CPD is more likely to be powerful and have a maximal impact if it is planned and a considered approach is taken. A useful way of thinking about your development is to view it as an ongoing cycle, after all the 'C' in CPD does stand for continuing or continuous. Have a look at 'How to structure your CPD'. Even if you cannot commit to a process such as this, at least try to reflect on the learning you have undertaken. The act of reflecting on the learning you undertake through simple questioning can ensure

it is not just a passive experience and can help it stick. Ask yourself these simple questions the next time you engage in content on PGA Learn:

- What resonated with me the most?
- What steps will I specifically take as a result of that CPD?
- How can I measure the impact of the action I take?

By building this short, simple practice into your digital content consumption, you can steadily elevate an enjoyable experience into a transformative one that can be valuable to you and others.

