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The first unit looks at personal and professional development, helping the learner to identify their own development needs and plan how to fulfil them. The second unit develops practical team management skills. And the three remaining units of this section delve into the theory behind people management, leadership and business.

2.4 Agree a personal and professional plan that is consistent with business needs and personal objectives Agree with relevant parties such as line manager, training and development department and budget holder, a personal development plan which contains SMART objectives(see AC3.1), resources , timescales, and review mechanisms

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The Award in Personal and Professional Development are ideal for those in higher education institutions, students on

Level 4 programmes (or higher) within further education colleges, employees engaged in continuing professional development programmes, and volunteers involved in professionally-structured and supported programmes.

Unit title: Manage Personal and Professional Development Level: 3 Credit value: 3 GLH: 12 TQT: 32 Unit code: AB2/3/N-Q/004 QCF unit reference number: L/508/1121 Unit Aim: Learners will be able to manage their own performance in a working environment to include time management, workloads and identify their own development needs

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Unit 2 - Manage Personal and Professional Development Outcome 1

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2.4 Agree a personal and professional plan that is consistent with business needs and personal objectives Agree with relevant parties such as line manager, training and development department and budget holder, a personal development plan which contains SMART objectives(see AC3.1), resources , timescales, and review mechanisms

Manage personal & professional development (ML9)

The Learner Will. The Learner Can. 1. Be able to identify personal and professional development requirements. 1.1. - Compare sources of information on professional development trends and their validity. 1.2. - Identify trends and developments that influence the need for professional development. 1.3.

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Learning Objective 1: Be able to identify personal and professional development

requirements Assessment Criteria 1.1 Compare sources of information on professional development trends and their validity 1.2 Identify trends and developments that

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Personal and Professional Development Qualifications ...

appropriate across the unit, to confirm the learner's competence in managing their personal and professional development (AC1.3, AC2.5, AC2.6, AC3.2 and AC3.3). The use of a reflective account is a suitable alternative to professional discussion throughout the

assessment of this unit. If this is used, the learner should comment

Unit 5: Manage Personal and Professional Development

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Level 3 Diploma in Management

Unit Reference No.T/506/2952 Unit aim(s) This unit aims to develop the knowledge and skills required to manage personal and professional development. Upon completion of this unit, learners will be able to identify personal and professional development requirements and fulfil a personal and professional development plan.

ILM Level 3 Diploma in Management (QCF)

This unit focuses on the learning processes that underpin the development of personal and professional skills. Businesses will want to know that you have the skills and knowledge necessary to face the challenges of an ever-changing world.

Managing Personal and Professional Development | eLearning ...

Unit aims There are a range of IT tools and techniques that IT users can use to support their own personal and professional development. Through this unit, learners start to recognise and respect diversity, individual differences and perspectives and understand how IT can be used to support and enhance

both personal and team effectiveness.

Unit 335 Developing personal and team effectiveness using IT

P2.4 Evaluate how personal learning and development may benefit others.

Personal learning and development make inclusion of the improvement in awareness and identity, it helps in developing talent and its potential, enhance the quality of life and may more. It is important because it improves: - self-awareness; self-knowledge; skills or learn new skill set

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Unit title: Manage Personal and Professional Development ...

Level 3 Diploma in Management

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Unit 5: Manage Personal and Profession-

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Unit 2 - Manage Personal and Professional Development Outcome 1

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