

## Career Progression Workshop

- Target Audience:** Professional Assessment of Competence (PAC) and Advanced Level 7 clients who are currently have Associate or Chartered Membership of the CIPD
- Aim:** To provide support in progressing towards an appropriate level of Chartered Membership
- Objectives:** At the end of the workshop you will be able to:
- Identify the benefits of upgrading to the appropriate level of professional membership
  - Determine eligibility for upgrade to the most appropriate level of membership
  - Utilise the Profession Map and My CPD Map for further CPD purposes
  - Identify the next steps for progress to the next level of membership and career development
  - Complete the application process for upgrade where appropriate
  - Identify further sources of support where required
- Date:** 16<sup>th</sup> September 2015
- Time:** 10:00 - 16:30
- Venue:** The Institute of Directors  
116 Pall Mall  
London  
SW1Y 5ED

# Career Progression Workshop

## *Programme*

**10:00** Coffee and Registration

**10:15** Welcome and Introductions

### **Introduction to CIPD Membership**

#### *Presentation and Discussion*

- What is Professional Membership?
- Membership levels
- Profession Map
- Benefits of Professional Membership
- Eligibility for Upgrading
- Qualifications and Membership
- Moving to Professional Membership
- Overview of the upgrade process
- Upgrade Methodology
- My CPD Map on line tool
- CIPD Website

**11:15** Coffee

### **Exploring Membership**

#### *Presentation and Discussion*

- Membership Criteria for Chartered Member and Chartered Fellow
- Differences between Chartered Member and Chartered Fellow
- Determining individual Upgrade Eligibility
- Membership Requirements
  - Knowledge
  - Activities
  - Behaviours
  - Colleague Support

### **Introduction to the documentation**

#### *Presentation*

- Application Forms
- Colleague Assessment Forms
- CV
- Organisation Chart
- CPD

# Career Progression Workshop

13:00

Lunch

## Application Practice

*Group /Individual Activity and Discussion*

- Gathering the evidence
- Choosing appropriate examples
- Matching to the Membership Criteria
- Filling in the Paperwork
- Top Tips
- Discussion of Strong and Weak answers
- Giving and Receiving Feedback

15:00

Tea

## Continuing Professional Development and Next Steps

*Presentation and Discussion*

- Setting Objectives and Charting Progress
- The Cycle of CPD
- Key Questions for your CPD
- Identifying your development needs
- Meeting your development goals
- The paperwork
- My CPD Map

## CPD Reflection

*What are your takeaways from today?*

- Further support
- Any Questions?

16:30

Farewell and have a great week!