**Self-Development for a Caregiver**

**Learning outcomes**

1. Agree a personal development plan

2. Develop knowledge, skills and understanding

**Skills, knowledge and competence**

Skills, knowledge and competence need to be developed throughout your working life

A Personal Development Plan (PDP) sets out the areas you need to develop and how to go about achieving this

Personal Development Plans (PDPs) to identify:

* The areas you need to develop
* What you want to achieve
* How and when you will achieve it

Objectives should be - SMART

* Specific
* Measurable
* Achievable
* Relevant
* Time-based

**How and when you will achieve your objectives**

There are many different ways of developing knowledge and skills including:

* Internal opportunities – training courses, mentoring and shadowing, guidance in supervision, team meetings
* External opportunities – websites, online forums, social media, books, journals, training courses, online learning opportunities, speaking to workers in different roles

**Contributing to your PDP**

To get the most out of a PDP workers should be prepared to contribute to the discussion, and the workers should ask themselves the following:

* Do I have the skills and knowledge that I need for my current role?
* What development opportunities are available   
  in my role?
* What are my ambitions and goals?
* Am I making the right choices to get me there?

Skills and knowledge required for a role will be set out in:

* The relevant standards for the role
* The caregiver’s job description

A PDP is important to:

* Ensure that a worker’s skills, knowledge and understanding meet the requirements of their role
* Develop the caregiver’s skills and help their career progression

**Agreeing a personal development plan**

**Step 1. Agree objectives**

Example: Be able to write and review care plans with the individuals who receive care and support in my workplace

**Step 2. Plan activities to meet the objectives**

Example:

* Read the instructions and look at the layout for care planning in my workplace
* Discuss these and ask questions of an identified more experienced worker
* Examine and discuss three examples of care plans with the individuals concerned with their permission, and discuss any changes they might like to make
* Report back to your manager and discuss any questions or learning points

**Step 3. Set timescales to achieve outcomes and review**

* **Timescales** - one of the four activities listed will be achieved each week so this will take four weeks.
* **Outcome** - Discuss the three steps and possibly update ‘care plans’ with your manager and review your learning

**Core skills are…**

**Literacy**

* Reading and Writing
* Recording data clearly
* Filling out forms
* Contributing to care plan
* Taking notes
* Understanding agreed ways of working

**Numeracy**

* Recording a person’s Vitals
* Monitoring weight loss or weight gain
* Recording the amount of fluid intake and output
* Measuring medicine dosage

**Communication skills**

* Discussing care and support with individuals
* Discussing tasks with seniors, family or with colleagues
* Discussing and agreeing your Personal Development Plan with concerned persons
* Participating in team meetings, supervision and appraisal

**Reflection**

Reflecting on past experiences can help to continually develop skills and understanding

* + Carry out a task
  + Look back on a situation or activity
  + Think about what was done and what happened
  + Think about what you could do differently

**Feedback**

Feedback from others can help you to understand what others think of the way that you work

**Formal**

Formal feedback is usually given in writing. This might be part of an assessment or appraisal or on a comments sheet by your engager.

**Informal**

**Informal feedback happens in**day-to-day discussion with work colleagues, seniors (iCare Life) or the individuals that you provide care and support for.

Feedback should be:

**Timely** – Given as soon as possible after the event when it is still fresh in the mind.

**Positive** – Focusing on improving work performance rather than on personal factors (e.g. intelligence or confidence).

**Constructive** – Based on facts and actual events

**Continuing professional development**

Continuing Professional Development (CPD) is the ongoing process of updating skills and knowledge:

* + Induction
  + Ongoing development
  + Refresher training

Completed development should be recorded in a CPD record.

**Ongoing development**

Needed to enable workers to meet changing requirements because of:

* Changes to legislation
* Changes to agreed ways of working
* Changes to their job role and what is required of them.

**Specialist training** – specific to the requirements of each role and workplace.

**Reflective practice/Reflection** – learning from experience

**Refresher training**

Some training needs to be repeated regularly to ensure that high-risk tasks are completed safely

Examples include:

* Moving and Assisting, Moving and Handling, Moving and Positioning
* First Aid Training
* Medication training
* Fire Safety