



5CO03 – Professional behaviours and valuing people

Tutor Support Session

Objectives of the session

- 1 Appreciate the content of the unit
- 2 Explore the key topics associated with the unit
- 3 Link the content to your assessment

Key topics from Task 1

Professional

POLL

What does the term
'**professional**' mean
to you?

Personal values

“Values are the principles that give our lives meaning and allow us to persevere through adversity”

Barbara Markway and Celia Ampel
- The Self-confidence Workbook



Ethics

Ethical practice

Ethical practice is the application of ethical values in organisational behaviour.

It applies in all aspects of organisational conduct, including corporate governance, employment practices, sales techniques, stakeholder relations, accounting practices, and issues of product and corporate responsibility.

It's about the discretionary decisions that organisations and the people who work for them make, and how transparent the relevant stakeholders are about those decisions.

Are colleagues treated with dignity and respect?

Are customers treated fairly?

Does the organisation acknowledge its responsibilities to wider society?

QUESTION

How do your **values**
match with your
workplace ethics?

Inclusion, values and fairness

IPD's report 'Diversity and Inclusion at Work – Facing Up to the Business Case' highlights that feelings of inclusion are linked to greater commitment and lower absenteeism. Inclusion encourages a healthy, collaborative climate for employees.

<https://www.cipd.co.uk/knowledge/fundamentals/relations/diversity/diversity-inclusion-report#gref>

Furthermore, as CIPD Research Advisor Jake Young reports in a 2019 article for [businessandindustry.co.uk](https://www.businessandindustry.co.uk), an inclusive environment has strong links with innovation, creativity, and wider knowledge sharing within and between teams.

<https://www.businessandindustry.co.uk/diversity-and-inclusion/empowering-employees-to-champion-inclusion-at-work/#>

What is your experience?

Daniel Pink's Motivation Theory

Pink describes autonomy as "the desire to lead your own life". He argues that in the workplace, giving employees autonomy ensures they are more involved, which leads to improved levels of productivity.



This element of motivation focuses on the desire to improve. Autonomy alone will not ensure a task is handled effectively, as you also need the ability to use your autonomy effectively. Mastery is also about the pleasure of doing a good job and the satisfaction that comes from handling a task proficiently.



Even with autonomy and mastery, being 'good enough' is unlikely to be fully satisfying. Having purpose unlocks the highest level of motivational potential and gives your life meaning. Joining a cause that is 'bigger than yourself' drives the deepest possible motivation and the desire to reflect on your efforts to see how you made a real difference.



People practice initiatives

How do you find out need?

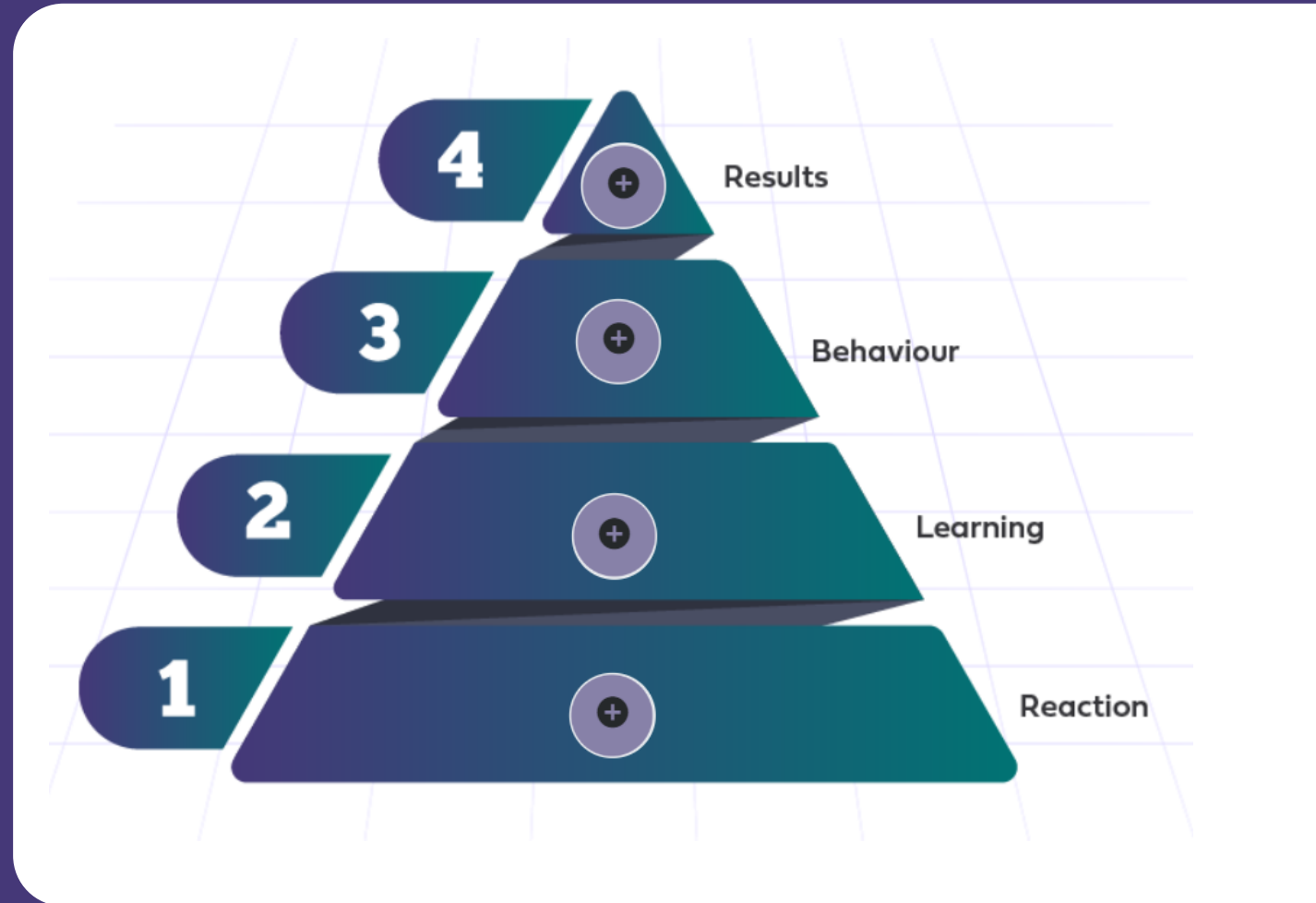
How do you involve stakeholders
when designing the solution?

How do you evaluate?



Kirkpatrick's four-level training evaluation method

This is a popular model for analysing and evaluating the results of training and educational programmes. It seeks to determine effectiveness by working through four evaluation levels.



Key topics from Task 2

The evolution of the people professional

Specialist expertise and future work skills

As a people practitioner, your skills will adapt and evolve as time goes on, depending on the areas of the business you are exposed to.

Many people join organisations as a 'HR Generalist', only to acquire specialist knowledge and go down a career path in areas like learning and development (L&D) or organisation design and development (OD&D).

Specialist expertise and future work skills

The CIPD lists nine areas of specialist knowledge in the Profession Map:

- Employee experience
- Employee relations
- Diversity and inclusion
- Learning and development
- Organisation development and design
- People analytics
- Resourcing
- Reward
- Talent management

How is your role evolving?

CPD & Reflection

“Commitment to continued learning and development is a core element of professionalism and is, therefore, critical for all people professionals”.

- CIPD Profession Map – Passion for learning

Stages of the CPD cycle

- Identify: Understand where you've come from, where you are and where you want to be.
- Plan: Figure out how you can get to where you want to be. Establish clear outcomes and milestones for tracking progress.
- Act: Utilise your plan, and be open to learning experiences.
- Reflect: Make the most of your day-to-day learning by routinely reflecting upon experiences.
- Apply: Create opportunities where you can translate theory into practice and put your learning to work.
- Share: Share your learning in communities of practice, to generate greater insight and benefit from the support of your community.
- Impact: Measure the overall impact your learning has had on the work you do.

Self-assessment

Task 1 – Self-assessment against profession map standard

	Professional map standard	Perform well Score 30	Perform satisfactorily Score 20	Requires further development Score 10	Reason for judgement
1	Make responsible choices about your work, applying professional principles and values				
2	Consider the purpose and implications of actions, decisions and people practices for all stakeholders				
3	Raise concerns about people practices and policies which are not consistent with values and legislation				
4	Provide examples and reasons for the choices you make and the advice you provide				
5	Demonstrate professionalism and consistency in what you say and do <u>in order to</u> build trust				

Personal development plan

Development Plan

NAME:		MEMBERSHIP NUMBER:	
COVERING THE PERIOD FROM:		TO:	

Planned outcome

Where do I want to be by the end of this period? What do I want to be doing? (This may be evolutionary or "more of the same".)

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	What are my target dates for review and completion?

Reflection

CPD Reflective log

NAME:		MEMBERSHIP NUMBER:	
COVERING THE PERIOD FROM:		TO:	

Key dates	What did you do?	Why?	What did you learn from this?	How have/will you use this? Any further action?

Task 1 – Slide deck for break-out session presentation

Prepare a presentation (slides and presenter notes) about ethical practice in business. The presentation should explore the importance of ethical values to people practice professionals, how they can be applied, and how ethical practices can impact positively on organisations.

Your audience will be a mixture of academics and practitioners, who will expect your presentation to include a range of relevant academic theories as well as practical examples to support your comments.



Hints and Tips:

Review the guidance on the assessment brief.

The report must be roughly 2,250 words. Refer to the CIPD word count policy for more information.

Task 2 – Guidance leaflet

In this task, you will undertake a number of activities, which when combined, will help you produce a continued professional development (CPD) portfolio.

The activities require you to demonstrate your understanding of, commitment to and approach to CPD.

You will be required to include a self-assessment, external feedback, a PDP and reflection.



The CPD portfolio must include:

- Activity 1: written response (300 words)
- Activity 2: self-assessment forms and related PDP (not included in the word count)
- Activity 3: Reflective Record or Learning Log (700 words)

Approximately 1,000 words in total, refer to CIPD word count policy.

5CO03 – Important information

Word count:

Task 1: 2,250 words. Task 2: 1,000 words

What's counted:

Included - All your own words which you've used to directly answer the questions, even if they are presented in a table.

Not included - Title page, contents page, headings/subheadings, in-text citations and quotes, reference list, bibliography and appendix. Task 2, Activity 2 is also **not included**.

Submission file: (name your files as follows)

Task 1: Presentation Slide Deck

Task 2: CPD Portfolio

Resources

<https://icrrd.com/media/01-11-2020-204705The%20Self%20Confidence%20Workbook.pdf>

<https://www.cipd.co.uk/knowledge/culture/ethics/role-hr-factsheet>

<https://www.cipd.co.uk/knowledge/fundamentals/relations/diversity/diversity-inclusion-report#gref>

<https://www.businessandindustry.co.uk/diversity-and-inclusion/empowering-employees-to-champion-inclusion-at-work/#>

<https://www.cipd.co.uk/learn/cpd/cycle#gref>

Question time

Avado 