## Activity1

### AC3.2 Assess your strengths, weaknesses and development areas based on self- assessment and feedback from others.

The CIPD provides an online self-assessment tool in which people professionals can self-assess their knowledge and behavior. Using that tool and in addition to feedback from two peers whom I used to work with recently, I have my strengths and weakness in the core behaviors in CIPD procession map (complete assessment in the appendix), and they are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Behavior | | Strength | | Weakness |
| Ethical Practice | Decisions made are informed by applying professional values and principles. | | Inability to challenge practices that are against professional or legal values | |
| Professional Courage and Influence | Courage to admit mistakes and taking actions to rectify them. | | Inability to engage others to build a strong business case. | |
| Valuing People | Dealing all people and stakeholders with respect and listen to them regardless of their tier or position. | | The courage to speak up and show my opinion about actions other are doing | |
| Working Inclusively | Ability to listen to several perspectives and views from different people. | | Inability to handle conflicts between others. | |
| Passion for Learning | Ability and passion to have up-to-update knowledge and skills | | Reluctance to ask others for feedback. | |

### AC2.3 Reflect on your own approach to working inclusively and building positive working relationships with others.

Feedback from others and self-assessment using CIPD online tool shows that I have a strength of valuing people and work with them inclusively so that I build a positive relationship with everybody. My approach to that is to deal with everybody in the same way I like to be dealt with. Showing respect to literally everybody regardless of their position, age, gender builds towards inclusive and positive relationship. People whom I respect, and value show the same in return which builds a positive working relationship with others.

## Activity2

### AC3.3 Formulate a range of formal and/or informal continuing professional development (CPD) activities to support your learning journey.

According to Kolb and Honey & Mumford, there are different learning styles that differ from an individual to another; everyone has their own preferred way of learning. Learning interventions, however, need to have a wide range of methods so that learner benefit from it as much as they possible can (CIPD, 2021). Consequently, having a variety of learning activities would be helpful to acquire the most knowledge and skills possible. To support my learning journey, which is based on my areas for improvement, I have chosen a range of formal, informal, and self-directed learning approaches to inform my learning journey. The complete Professional Development Plan (PDP) is the appendix.

*Passion for learning:*

To improve my passion learning, the chosen method here is a structured way of learning through getting the CIPD qualification. Having a structured style to learning through a formal qualification have several advantages over the self-directed learning. There will be a community through which there is a change of sharing knowledge and experience. In addition, there would be professional feedback to inform the progress of my learning.

Professional courage and influence:

To develop my professional courage and influencing others, I have a different approach which is self-directed way of learning. There are several activities that could be used in self-directed learning. For example, attending an online course that suits my own pace or reading a book. Here I will attend a course from CIPD learning hub and read a book about effective HR communication to inform my professional courage to communicate.

Managing Conflicts:

To improve my skills in managing conflicts, there is a mixture of learning styles which are self-directed learning of building theoretical knowledge through reading about the topic and an informal way of learning through shadowing somebody else to acquire certain skill.

## Activity 3

### AC3.4 Reflect on the impact of your continuing professional development activities on own behaviour and performance.

To learn from experience, one must reflect on that experience and learn what went well and what could be done better in the future. Gibbs' Reflective Cycle is a useful model to lead the reflection process (Mind Tools, n.d). Here I will reflect on three learning activities I did in the last 12 months.

* Data Analysis Skills:

**Description:**

By June 2022, my organization applied for an accreditation process which requested lots of retrospective data analysis that was required from me. We were supposed to work on requirements before the accreditation body visit at the beginning of 2023. I had some excel and data analysis skills, but it did not suffice the huge project. I decided to enroll for a data analysis course that can boost my confidence.

**Feeling:**

I felt that my data analysis skills made it hard for me to provide the required information in an easy way; I was struggling a bit. I researched the internet for a data-analysis course to help me out and I found that google provide on that lasts for six months.

**Evaluation:**

The course was great, and I enjoyed the field of data analysis so much so that I became a little bit in my own silo and ceased to interact with my colleagues. After the course, I am a confident data analyst who the department can rely on.

**Conclusion:**

I started from some humble excel knowledge to an intermediate data analyst, thanks to google course. In the future, I will use my analytics skills to inform decisions by the department.

**Action:**

I was able to analyze the data and provide the required reports.

* Performance Management System.

**Description:**

Last year (September 2022) when I was assigned to develop a robust management system that does not only depend on performance appraisal as a tick box exercise, but I was also asked to conduct a lecture to my peers about PMS to be implemented.

**Feeling:**

I felt intimidated as I had no idea about PMS as a holistic approach, not just a performance appraisal at the end of the year. So, I had to learn about an effective management system to do what I was asked for. First, I browsed the web for articles about PMS and I felt that I am collecting some information here and there in an unstructured way. Then I read a book chapter titled “Introduction to Human management Practice” by Leatherbarrow and Fletcher and a book titled “Human Resource Management” by Dessler. By then, I felt more confident about my knowledge of PMS and completed my knowledge from browsing articles.

**Evaluation:**

The learning process went great after having a bird eye view about the topic, although it was difficult and unstructured at the beginning. I got one week (second week of September) for finalizing the whole learning process which is too long. In the future, I should read a book chapter, based on which I start structuring my learning process. The two chapters enabled me to collect information on a more structured way. I was able to conduct the lecture to my peers, and it went great.

**Conclusion:**

By that time, I was well acquainted with PMS process and conducted the lecture. It showed that I need to work on my knowledge delivery in the future.

**Action:**

I was able to provide the lecture to my peers and all of us was informed by the knowledge to come up with PM policy.

* Interviewing Skills:

**Description:**

In February 2023 when my manager was on leave, I had to conduct some job interviews, and my interviewing skills were not up to standards. I asked the help from my manager to shadow him to acquire interviewing skills. After his holiday, we planned two months shadowing scheme in which I would attend all job interviews to acquire that skill.

**Feeling:**

I felt unconfident conducting interviews at the beginning and sough help. Gradually after some interviews I started to gain confidence.

**Evaluation:**

The experience was great and helped me conduct interviews myself.

**Conclusion:**

In the future, I will use what I learnt.

**Action:**

I will advance my knowledge about the topic by further reading.