



Professional Practice

30202191

Y/615/1620

Section (5)

Continuous Professional Development (CPD)

Final Assignment – Part 2

Submitted to

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Spring 2021 - 2022

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Part 1

Career Development Plan

I. What is your definition of success?

I shall consider myself successful when I'm giving each task my all, and giving it 100 percent of my attention and energy. Even though success is defined as achieving one's objectives, I believe that doing one's best is equivalent to being successful because even if one fails, they will learn something from their mistakes that will help them succeed in the future. Also, success to me means being able to balance all elements in my life, whether they are personal, professional, or social.

II. Identify your values

Value	Why it is important to me
1. Influence	I'm a person who loves to leave a mark on anybody I encounter, no matter how small, and I always try my hardest to be someone who impacts others and who they look up to as a role model.
2. Creativity	I despise being obscenest about ideas, therefore thinking outside the box and coming up with fresh ideas is a significant part of who I am.
3. Reliability	Being reliable means that you are a trustworthy, dependable, faithful, and genuine person and I think that all of these skills and values define me as a person.

III. My Goals

	Personal Goals	Action Steps	Resources	Deadline
1.	To develop my soft skills, interpersonal skills, and communication skills	By attending various training courses that improve on these skills	Financial resources and having free time to attend these courses	2026
2.	To improve on my leadership skills	By taking TOT courses, and courses that specialize on how to become a successful leader	Financial resources and having free time to attend these courses	2025

	Educational Goals	Action Steps	Resources	Deadline
1.	To finish my Bachelor's degree (in 3 years) and hopefully my Master's degree as well	To try not to skip any semesters, and to take at least 15 credited hours in the first and second semesters, and at least 9 credited hours in the summer semesters	To get the full support of my family and friends, and to get the support my instructors in HTU	Bachelor's: 2024 Master's: 2027
2.	To take external courses outside the range of the university to develop my hard skills, and to keep up to date with the latest technologies	To start attending online courses in my free time starting from this summer	Several learning platforms such as edX and Udemy that offer online courses from various Ivy leagues	2022 – 2027

	Career Goals	Action Steps	Resources	Deadline
1.	To get a good paying job in a successful IT company with opportunities to get promotions	To improve on my CV by taking external courses and to improve my technical skills	An impressive CV that will catch employers' attention	2025

2.	To excel in the 8 month training program that is provided by HTU to be potentially hired by the company that I will train in	To be well prepared and ready for my training beforehand	To free up my time in these 8 months to focus on my training	2024
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IV. SWOT analysis:

Strengths (Current) Perfectionism Punctuality Willingness to learn Hard working My love and passion to my field of study Ability to balance all different aspects of my life	Weaknesses (Current) Perfectionism Getting overwhelmed easily Procrastination Putting too much on my plate at the same time
Opportunities (Future) Getting many job offers from various IT companies Getting promoted in my future job Being qualified enough to get job opportunities in Silicon Valle.y	Threats (Future) Burnout Getting lost in the details Overstressing when working with a weak team

V. Skill audit:

- A job that I would like to take in the future from a career listing that is related to my field, is being employed in the Jordanian game development company Tamatem.

	Skill	I don't have the skill	Low level	Medium level	High level /Competent
1.	Game Development		✓		
2.	Coding			✓	
3.	Application Development	✓			
4.	Communication				✓
5.	Time Management				✓
6.	Teamwork			✓	

VI. Development needs:

Development goals What knowledge or skills do I want to develop?	Development Activity How will I achieve this? What is the most appropriate development activity?	Success criteria How will you know if you have been successful with each action? How will you measure success?	Support Needed What resources or support will I need? Financial, time, resource	Date for Achievement Target Dates for review /completion
1. Application & Game Development	To join GDVC (Game Development and VR Club) at HTU, and to take courses inside and outside HTU that will help my Game and App Development journey	To successfully design a completely functioning game application	Financial: the need to buy servers for the game application, and the cost of any external courses	Before the end of 2023
2. Coding	To learn coding languages using various online platforms, and to do my best in the courses that I take in HTU	To be able to code in at least 5 different programming languages very efficiently and professionally	Time: I currently know how to code in 2 coding languages, therefore, I still need to learn 3 more which requires a lot of time	Before the end of 2023
3. Communication	By checking that I have understood the message clearly by double checking with the sender, and also to check with the receiver of the message that I	By being able to actively listen to the person that is talking to me and to be able to deliver my message clearly and for the message to be received successfully	Getting the feedback of trusted colleagues and team members. Also, improving this skill needs time since it cannot be done overnight	Second quarter of 2023

	have sent that I have delivered the message clearly to them			
4. Time Management	By creating daily and weekly schedules and actually sticking to it	That I have accomplished most of the entries on my schedule	The use of alarms and reminders on my phone to remind me of all the tasks that I need to accomplish that day	Before the end of 2022
5. Teamwork	To ask to be put in more teams, and to join some of the student clubs in HTU to force myself to be put in situations that require working with a team	To reach a state in which I am comfortable with working in teams, and to reach a point in which I actually prefer working with a team rather than working individually	To get the support of my team members	2024

Continuing Professional Development (CPD) is a critical component of improving an individual's or an industry's professional standards and skills. It is essential to comprehend the importance of CPD, why it exists, and what it intends to achieve, before attempting to comprehend how to make the most of the CPD. (The CPD Certification Service, 2019)

The Importance of CPD:

In today's highly competitive climate, the value of CPD cannot be emphasized enough, because the world's industries are constantly changing, and there are always new job chances to be obtained, but there are also new challenges to be solved that only those who use CPD can solve. (BPP, 2020)

Individuals can take control of their careers and goals with a well-prepared CPD plan. The personal empowerment that comes with CPD can boost one's confidence and abilities, which can lead to better job results. (BPP, 2020)

The value of CPD in large corporations and organizations is expanding rapidly as more businesses are starting to recognize the advantages of having a more highly skilled, engaged, and devoted workforce. (BPP, 2020)

The Contribution of CPD to my own learning:

Normally, when someone who uses CPD has completed their academic qualifications, and hopefully when I graduate from HTU, it allows graduates to find work in their field of study easily because CPD will help them stand out and have more technical and academic knowledge than the rest of the workforce. (The CPD Certification Service, 2019)

After obtaining a certificate, CPD will guarantee that my abilities and talents are continually improved, and it also ensures that my qualifications don't become obsolete, which will also allow people of all ages, occupations, and educational levels to continue to develop their skills. (The CPD Certification Service, 2019)

CPD can benefit my own learning in a variety of ways, including Structured CPD, which entails me attending and engaging in a variety of training courses, seminars, and other events. The other type of CPD is Reflective CPD, which entails me reading news articles, case studies, and other materials. The last of the CPD learning types is Self-Directed CPD, which encompasses all unsupervised CPD activities such as reading industry magazines and journals. (BPP, 2020)

Part 2

Motivation: it is the urge and the driving force to act in pursuit of a goal. It is one of the most important factors in determining and achieving our goals, as it encourages competition while also encouraging social interaction. The lack of motivation might result in mental diseases like depression. (Psychologytoday.com, 2016)

Motivational Theories: it is the study of what motivates a person to work toward a specific goal. It affects everyone in society, but it's extremely significant in business and management, this is due to the fact that a motivated workforce is more productive, and therefore, more profitable. (Sands, 2021)

Relationship between Motivational Theories and Improved Employee Performance: each individual has a number of needs, whether they are physical, psychological, social, safety, or even self-esteem needs, and by utilizing these motivational tools, whether they were used internally or externally, the person is able to fulfill and satisfy these needs, resulting in increased motivation, energy, and excitement. The same can be said for employees in organizations; by employing these motivational theories, you will be able to encourage your staff to achieve their best, drive them toward greatness, and improve their performance and productivity exponentially. (YourCoach, 2018)

Furthermore, having motivated employees means having employees that are less likely to change jobs, who work hard, offer consistent and superior results, and they also have a positive influence on their coworkers. As a result of the use of motivational theories, you will have motivated personnel that will raise your company's overall productivity and customer satisfaction, therefore, result in the company's success. (Personio, 2020)

Comparison between several Motivational Theories: (Surbhi, 2020; Indeed, 2021)

	Maslow's Hierarchy of Needs	Herzberg's Motivation Theory (Two-Factor Theory)	Goal Setting Theory
Created by	Abraham Maslow	Frederick Herzberg	Edwin Locke
Description	It is a theory of motivation that claims that meeting one's wants is the most significant aspect in motivation.	It claims that there are a variety of elements at work that cause job pleasure or unhappiness.	It is a theory that claims that the preparation of an action plan to encourage and steer a person or group toward a goal, improves productivity and motivation.

Division	<p>It divides the human needs that are required for the person to be motivated to:</p> <ol style="list-style-type: none"> 1. Physiological needs 2. Safety needs 3. Belongingness and love needs 4. Esteem needs 5. Self-Actualization 	<p>It divides the factors that influence job satisfaction into two factors:</p> <ol style="list-style-type: none"> 1. Motivation Factors 2. Hygiene Factors 	<p>It divides the conditions of the goal that you want to set into four conditions:</p> <ol style="list-style-type: none"> 1. Specific 2. Challenging but not Impossible 3. To have a high level of commitment 4. To get feedback on how you are doing
Hierarchical	Yes	No	No
Relies on	Needs	Satisfaction	Goals
Motivators	Any need that is not completely satisfied	Higher order needs	Any goal that is not accomplished yet
Success	For the person that is using this theory to reach the top of the pyramid	For the person that is using this theory to reach the highest level of satisfaction and the lowest level of dissatisfaction	For the person that is using this theory to be able to reach their goal successfully with a high level of motivation

Part 3

Usage of CPD within Organizations:

Employees use CPD at work to improve their skills and contribute to the growth of the company they work for. The effectiveness and speed of that progression is largely determined by how much businesses encourage their employees to learn, participate, and practice CPD. (International, 2019)

By giving CPD to their employees, businesses can improve their brand's image and reputation. Employers who provide CPD to their employees encourage a healthy learning culture, which leads to a more productive workforce, therefore, it helps to maintain talented employees, which eventually leads to helping the entire business thrive. (BPP, 2020)

Employees, employers, and large organizations all benefit from CPD to keep their skills and knowledge current. Businesses that provide CPD become industry experts in their field because they will be acknowledged for meeting the CPD obligations, therefore, they will have larger expertise with any new technologies or techniques in their field more than any other competitor. (The CPD Certification Service, 2022)

“Education is not the learning of facts, but the training of the mind to think” – Albert Einstein.

CPD is essential in the workplace to ensure that both employees and employers are always looking to improve their skills and talents. CPD also ensures that learning is systematic in a disciplined and relevant manner, allowing an individual to focus on the precise skills and knowledge that they want to acquire over a short period of time, in order to be assured that their competency and skill sets are improving, and that their business is going in the right direction. (The CPD Certification Service, 2022)

Evidence to measure how effective CPD is in helping employees achieve their goals while using their time and resources effectively: (Learningforward.org, 2020)

The process of evaluating CPD is divided into five levels, each of which requires a set of questions to be answered using a specific approach in order to measure and assess this level, and use the feedback to enhance the CPD process.

- **Level 1: Participants’ Reaction:** some of the most crucial things to ask employees at this level are whether they enjoyed CPD, if their time was well spent, whether it will be valuable for them in the future for their firm to develop and to be able to reach its goals, and if the material made sense to them. The responses to these questions can be acquired through focus groups, interviews, or questionnaires at the end of the sessions, and all of this will be done to assess the employees' initial happiness with their experiences in order to improve the program's delivery and design in the future.

- **Level 2: Participants' Learning:** the question that needs to be answered at this level is whether employees gained the desired information or skill using their available resources and within the time range, by requiring them to take tests, evaluate case studies, and participate either vocally or in writing. This is done to assess the employees' new knowledge and abilities in order to improve the program's content, format, and organization.
- **Level 3: Organization Support and Change:** many questions must be answered at this level, such as what influence the project had on the organization, and were problems resolved more quickly and efficiently than before. Questionnaires, meeting minutes, and focus groups can all be used to gather these answers. This is done in order to evaluate the organization's support, facilitation, and recognition, in order to document and improve the organization's support and future changes.
- **Level 4: Participants' use of new knowledge and skills:** at this level, the question to ask is if employees are effectively applying their newly acquired information and abilities. Questionnaires, verbal and written participation, interviews, and a variety of other approaches can all be used to acquire these answers. This is done to examine the employee's level and quality of knowledge in order to document and improve program content and execution.
- **Level 5: Student Learning Outcomes:** several questions should be answered in the final steps, such as whether CPD improved employee performance or success, whether they were more confident as learners, and whether the number of dropouts was decreasing. This can be done by looking at the records of the personnel and the company, having interviews with them, or using surveys. This is done to test and assess the learning outcomes of the employees, whether they are cognitive, affective, or psychomotor. This data is critical for the organization to focus on and improve all elements of program design, implementation, and follow-up, as well as to illustrate the complete effect of CPD, and to make sure that the employees reached to the desired level of CPD within the time range and within the available resources.

After going through all 5 levels, we will have clear evidence that the CPD is very effective and very helpful for the employees to achieve their personal and professional goals, and their organization's goals successfully within the time and the resources that they own.

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