The Institution of Engineering and Technology

It's your **career,** don't leave it to chance

Career Manager ■ PD-How2 ■

www.**theiet**.org

Professional development
Made easy

Professional development can help you take a structured approach to your career, enabling you to demonstrate continuing commitment to the profession and maximise your potential.

Undertaking professional development also helps you:

- take ownership of your career
- stay interested in your work
- develop and maintain drive and motivation
- maintain a competitive advantage within the industry
- increase your productivity
- enjoy a fulfilling and rewarding career
- better recognise opportunities and increase your options
- be confident in your future and lifetime employability
- develop skills and maintain a high level of competence.

Our purposeful and practical suite of professional development products and services are based around the **professional development cycle**, and form one of the crucial areas of support for our members. This provides them with a lifetime of opportunities to maintain high levels of professional competence, whilst raising standards.

www.theiet.org/pd

Career Manager
Plan your route to success

Driven by technology and globalisation, organisations continually have to acclimatise to changes happening around them. Increasingly individuals are required to adapt in accordance demonstrating flexibility, employability and a willingness to learn new skills.

Career Manager supports the lifelong process of progression in learning and work. Career Manager offers you the flexibility to record information and manage your professional history and future development. Understanding your own strengths and weaknesses, and identifying relevant opportunities will enable you to make informed, career-related decisions.

Career Manager is an online system available exclusively for IET members 24/7 from any internet ready PC. It allows you to manage your profile with a structured and focused approach providing an opportunity to improve existing job performance and update transferable skills.

Career Manager helps you to:

- build a competence profile and personal CV
- carry out a competence assessment
- record evidence of competence
- have your competence assessed by your peers and supporters
- register your intent to start working towards professional registration
- identify personal training needs and set SMART objectives
- plan, track and record personal development activities
- plan and apply for professional registration online
- progress your personal career and CPD (continuing professional development).

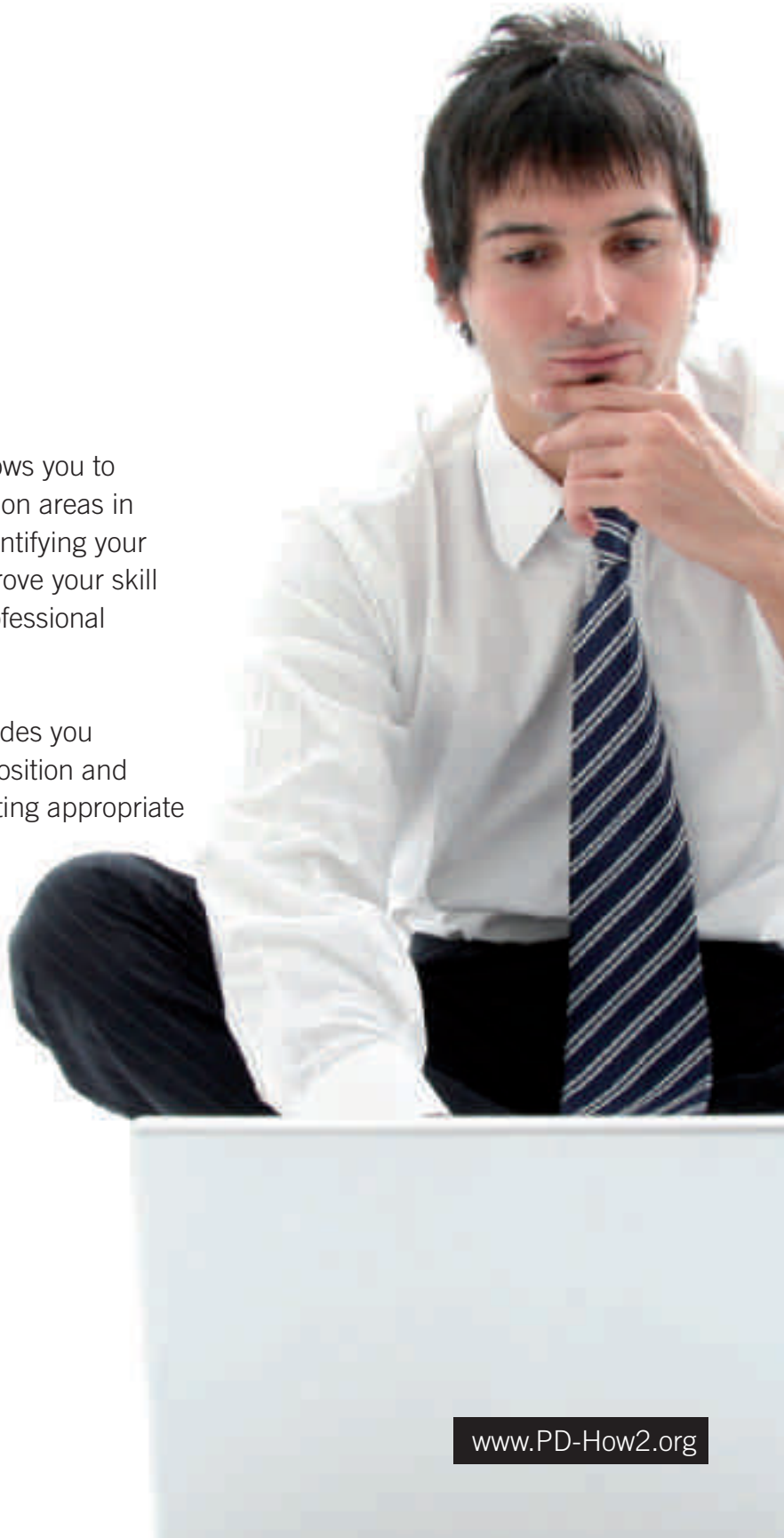
For more information visit our website and learn all about Career Manager with our useful online films. Take control of your career today!

www.theiet.org/career-manager

PD - How2
Support and guidance

Structuring your professional development allows you to look at possible career paths and concentrate on areas in which you would like to develop. Regularly identifying your capabilities and then setting objectives to improve your skill levels will motivate you and maximise your professional growth.

PD-How2 follows an established cycle and guides you through the steps of identifying your current position and your objectives; effectively planning and selecting appropriate learning activities to help you achieve your objectives; and reviewing your progress, all of which can help give your career focus and meaning.



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The professional **development** cycle

Planning

- think about your goals – short, medium and long term
- look at what you need to do to meet your short term goals
- prioritise and establish time frames
- set objectives and make them SMART
- set a date when you will review your plan.

Doing

- create an action plan for each of your goals
- find a work method that suits you
- dedicate some time to make it happen
- gain support from colleagues, friends and the IET.

Recording

- keep a record of all your learning
- review your learning regularly to ensure it is relevant
- link your learning to recognised competences
- collect evidence to demonstrate competence.

Reviewing

- review your action plan and portfolio of evidence
- have you achieved each objective, if not, consider why
- look at your progress, what is working, what needs improvement
- be honest with yourself
- update your 'long term' goals regularly
- plan again.

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