Planning CPD on Career Manager
Visit and log-in to the IET website at [www.theiet.org/careermanager](http://www.theiet.org/careermanager) Career Manager can be accessed via the Career & Learning tab.

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1. ‘Objective Type’ for CPD Planning select ‘CPD Objectives’

2. Add a folder to categorise your CPD objectives e.g. ‘2019 CPD Objectives’

3. Select the folder name to open and select ‘Add CPD Objective’ to begin setting your objectives.

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4. **TIP:** you will be notified when your ‘Target Date’ is reached.

**TIP:** Typically, Objectives should be overarching broad things that you want to achieve.

4. Once you’ve set your objective, select ‘Add Action’ to record the action(s) you plan to achieve in order to complete the objective.

**TIP:** You can add as many Actions as you require, simply continue repeating this step.

5. Once your action(s) are completed ensure you add a **Reflection** statement for each one. Your completed actions can be copied to your CPD Activities, therefore it is important to record the knowledge and skills you have gained and developed from your CPD.
Creating a CPD Planning Report

1. From the Quick Launch Tool > CPD link, select ‘Manage my CPD Planning Report’ you can select the dates in which you wish to report to and from. This will create your report from the timeframes you have specified.

1. If you choose to share your report, you can add your verifier details and generate a guest ticket. This will provide your verifier with one-time access to your report to provide feedback.

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2. Click ‘Create Report’. You can give it a name and select a date range in which you can view your planned objectives:

![Create Development Report](image1)

3. You can ‘view report’ to export a copy (word or pdf.) Alternatively, select ‘Complete Report’ should you wish to send a snapshot to your line manager/mentor etc: