Introduction to personal development in health, social care or children’s and young people’s settings
Learning outcomes:

1. Understand what is required for competence in own work role
2. Be able to reflect on own work activities
3. Be able to agree a personal development plan
4. Be able to develop own knowledge, skills and understanding.
Why develop knowledge and skills?

It is important for care workers to develop their knowledge and skills so that they can improve their practice and the standard of support which they provide to people.

Have you ever asked the question, ‘Why do you do that?’ and received the answer, ‘We’ve always done it that way.’ This answer is not acceptable and reflective practitioners should always look for ways to improve what they do.
How can I develop my knowledge, skills and understanding?

You can develop knowledge, skills and understanding by:

- identifying the knowledge, skills and standards required for the job role
- reflecting on practice
- receiving constructive feedback
- undertaking learning activities
- putting new skills into practice.
Duties, responsibilities and standards

Duties, responsibilities and standards can be located from:

- a job description
- National Minimum Standards
- National Occupational Standards
- General Social Care Council
- the NHS KSF
- Care Quality Commission
- organisational policies.

These websites may be useful:

- [www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)
- [www.ccwales.org.uk](http://www.ccwales.org.uk)
- [www.sssc.uk.com](http://www.sssc.uk.com)
- [www.gscc.org.uk](http://www.gscc.org.uk)
- [www.nhsemployers.org](http://www.nhsemployers.org)
- [www.cqc.org.uk](http://www.cqc.org.uk)
Reflection

- Reflection is the process of looking at a situation in more detail.
- You can reflect:
  - on action
  - in action.
- When we talk about reflection we mostly refer to reflection on action.

When we look into a mirror we will all see the scene slightly differently. This is also true about reflection on action.
Reflective cycle

- Description
- Action for next time
- What else could have been done
- Feelings
SWOB analysis

- Strengths
- Weaknesses
- Opportunities
- Barriers
Sources of support

● Formal support
  ● manager
  ● assessor
  ● tutor

● Informal support
  ● friends
  ● colleagues
  ● family

● Supervision
● Appraisal
● Within the organisation
● Outside the organisation

Appraisals can be a source of support.
Plan, do and review

Plan

Review

Do

Plan
Feedback

- Manager
- Colleagues
- Friends
- Care professionals
- People you support
- Assessor
- Tutor
Review progress

Use information from:
- feedback
- reflection activities
- job description
- standards
- SWOB

to review progress and update personal development plan (PDP).