

**TITLE:** Broadly what you aim to achieve

**OWNER:** your name here.

**Background & Vision** - Three short bullet-point style sentences in total, summarising:

- Your Lean/CI journey so far. (If you've done CPD previously then focus on last 12 months): 'I have been...'
- What you are seeking to develop or improve: 'I want to... / I plan to...'
- Your vision/aspiration for your professional development 'I want/ ...to become../..to achieve../..to develop'

**Current Situation: Effectiveness & Strengths** - Describe your current strengths and what you are effective for some/all of these 3 headings - but write no more than 3 bullet points for each :

**Practicing:** The way you apply knowledge learned/experience gained, and how you effectively engage in activities for the purpose of improving or mastering them while carrying out Lean/CI activity/role

- Bullet points 1/2/3

**Learning:** The way you acquire knowledge/skills through study, experience, or being taught in Lean and new areas

- Bullet points 1/2/3

**Communicating:** The way you exchange knowledge – e.g. information, skills, or expertise - among colleagues, networks, communities or organisations. It can include: **Teaching** i.e. educating, imparting knowledge as well as inspiring, motivating and forming relationships and **Sharing** i.e. giving others the benefit of what you have learned from your reflection, education and practice

- Bullet points 1/2/3

**Current Situation: Gaps & Challenges (inc causes)** - write up to three short bullet points for some/all of the 3 headings. Describe the evidence for, and the causes of, your current gaps in, or opportunities to improve, your competence (but do NOT include any countermeasures for these) in the way you are...

**Practicing:** where there are gaps in your effectiveness at practicing Lean

- Bullet points 1/2/3

**Learning:** where there are gaps in your Lean knowledge and you see a need to learn more about aspects of Lean

- Bullet points 1/2/3

**Communicating:** where there are gaps in your communication approach or ability when you share your knowledge and experience

- Bullet points 1/2/3

Note: you do not need to have identified gaps in each of the three areas.

**3. Goals & Targets** - Write three short bullet-point style sentences in total. These should clearly relate to the 'problems/gaps' that you have identified above. (\* You may substitute your own words for these as you feel appropriate)

By the end of this CPD cycle I want to remain effective at what I do and improve by...

- Being able to practice/do/carry out\*... whatever it is that you want to be able to **practice**
- Having learned\*... what you want to have **learned**
- Having communicated\*... what you want to have **taught, shared, written** etc

**4. Countermeasures** - what high level activities (or 'experiments') are you:

- Going to undertake to maintain your current levels of competence.
- Proposing to carry out to close your gaps and achieve your targets (in 3)?

Link the countermeasures to the causes of the gaps. Retain the labels P1, P2... L1, L2...etc. You will refer to each of these improvement activities in your Activity Record and Progress Check Record where you assess your CPD progress. (NB \* you may substitute your own words for these as you feel appropriate)

You should add a date to each line indicating when you aim to complete it – e.g. "...by end Q3"

**Practice**

P1: I plan to ..... so that I ....\*

P2: I plan to ..... so that I ....\*

P3: I plan to ..... so that I ....\*

**Learn**

L1: I plan to ..... so that I ....\*

L2: I plan to ..... so that I ....\*

L3: I plan to ..... so that I ....\*

**Communicate**

C1: I plan to ..... so that I ....\*

C2: I plan to ..... so that I ....\*

C3: I plan to ..... so that I ....\*

Now **check** the logic of your A3 by 'reading it backwards' – i.e. say to yourself: 'I plan to do this (activity) to reach these goals and close the gaps between them and my current situation'. Then **adjust** it if necessary

**Notes**

- Remember that there are character limits in all fields in CPD forms on the web platform, so you need to be succinct and write your plan with a view to brevity and clarity.