Professional Development Planning (PDP)
A 2-Day Intensive Workshop

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Aims:
The aim of the PDP Workshop is to assist students and practitioners to set themselves development goals and develop their own personal learning and development (L&D) plan to achieve their goals in an accelerated and effective manner. The PDP workshop will help you to:

- Obtain a realistic view of where you are in your career
- Identify your personal needs and aspirations (needs analysis)
- Determine your career path and stages in terms of:
  - employment
  - promotion
  - keeping abreast of the field
  - maintaining your competence
  - improving life skills such as communication and leadership
- Understand change and how industry, business and government are transforming due to globalisation, sustainability, demographics, environmental and social influences and other factors that shape the world economy globally
- Develop a statement of your personal aims and objectives – your vision and mission
- Gain new insights about your abilities, areas in need of improvement and other characteristics
- Evaluate alternative strategies and select an optimum to realise your goals (include the value of time)
- Formulate a development plan as an instrument to accelerate your development (include, goals, scope, schedule, budget, resources, etc.)

Benefits of the PDP Workshop
- You will learn to be in charge of your destiny and prepare yourself for employment and exploiting the prevailing or emerging opportunities
- You will gain valuable insights in terms of handling expected or current professional challenges and how to thrive in an environment of change and uncertainty
- You will learn about specific issues such as, competency models and their utility, qualifications needed, certification options, etc.
- You will be able to clearly compare different programs and decide what is the best option for you
- You will be able to link your career development goals to industries with growth potential and decide where you want to head once you have completed your education
- You gain clarity in terms of which direction to follow in life, where the opportunities are and how you can pursue a successful and rewarding career

Benefits of the L&D Plan
- The L&D plan provides a most direct path to achieving one’s career goals and accelerated self development
- L&D planning promotes self management, self focus and self direction and reflection
- It overcomes the confusion that typically exists in terms of development programs, degree courses and professional certification options
- It can align an individual’s development with an employer organisation’s needs and aspirations.
- It can be baselined and used to track progress, control personal time and efforts and fast track own development
- It is also a pre-requisite for completing any of APIC's formal award courses

Program
The participants will receive a comprehensive briefing in the first day of the workshop to ensure they are fully informed in terms of development trends in industry, business and government, competencies needed to successfully launch and advance own careers in business and management, how to leverage own strengths, cover weaknesses, tap opportunities and avoid threats, means to deploy to accelerate career take off and growth. In the second day the participants will follow a structured process to develop their own learning and development
plans. They will be guided step by step as how to apply the process and how to use the respective tools and systems.

**Systems and Tools**
APIC provides a suite of integrated online tools to facilitate the PDP process. These include Competency Assessment Tool (CAT) and L&D Planner ([http://tools.apicollege.edu.au](http://tools.apicollege.edu.au)). All participants are given access to the online systems and tools and mentored to follow a consistent process in their assessment and planning efforts. The process followed is shown below:

![Diagram of the professional development planning process]

**Who Should Participate**
The PDP workshop has been designed to appeal to a wide cross section of students and professional people interested in business, project and general management, from fresh graduates through to seasoned professionals. Maximum benefit can come if this workshop is completed early in one’s career (that is why it is offered as the first activity in the APIC’s Graduate Programs in Business and Project Management). In particular the workshop can appeal to the following classes of people who seek to develop their careers and standing in business, industry and government:

- Fresh graduates in engineering, IT, built environment, planning, business, economics and commerce who seek to learn managerial and leadership skills in project, program, portfolio, system and organisation management
- Practicing managers in all roles, who seek to align and update their knowledge and professional capabilities in project, program, portfolio, system and organisation management and gain a formal postgraduate qualification
- Practitioners who wish to become more efficient in managing their current projects, programs or business ventures and lead their teams
- Newly appointed project, program and functional managers who wish to broaden their managerial competencies and acquire new insights, competencies and perspectives
- Those who feel underachieved. A feeling that one’s career is not taking off, his/her talents not being realised and future opportunities are going to be missed can be overcome by undertaking the PDP process
- Seasoned professionals who wish to formalise their industry knowledge gained over many years of engagement at cutting edge of industry practice
- Those who wish to develop themselves to meet international standards and expectations
- Others who just wish to know where they stand in terms of professional capabilities vis-à-vis their peers and contemporaries

**Workshop Handout**
All delegates will receive an electronic copy of the workshop lecture notes on arrival. They will also receive other support material to enable them to complete the PDP Process systematically.

**Venue**
The workshop will be held at a convenient venue.

**Recognition**
The workshop participants will receive a Certificate of Completion that carries 15 Professional Development Units (PDUs) in terms of the professional development requirements of Project Management Institute as well as 10 CPDs for the Australian Institute of Project Management members.

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