

6.1.3. Know how to use supervision effectively

Programme	Materials
<p>The main functions and objectives of supervision:</p> <p>Trainer to say that when supervision sessions are being planned with the manager, there is a need for a 'Supervision Contract', which sets out what is expected of manager and support worker and what supervision is all about. Give out your organisations supervision form and discuss.</p>	<p>Supervision forms</p>



Main areas: 6.2. Knowledge and skill development

6.2.1. Understand the need to gain skills and knowledge to support and develop your work.

Programme	Materials
<p>Trainers notes: Before they begin the exercise go through the following points on flip chart paper:</p> <p>Discussion: ‘What is a skill?’ Typical answers: Ability, ingenuity, inventiveness, know-how. Examples of skills in health and social care are: Observation, recording, negotiation, supervising, monitoring, communication, liaison, lifting, cooking, cleaning, driving etc. (this is not an exhaustive list). Do they think that ‘empathy’ is a skill? Yes, ‘empathy’ is a skill that can be developed.</p> <p>Give an example of a task and work through this exercise The task: Assisting someone to have a bath.</p> <p>Skills used in this task: Negotiation – in what way does the service user wish the worker to assist them. Observation – for the worker to be alert in order to make sure that nothing goes wrong. Knowledge – worker needs to know the correct temperature to be set for the water. Values – giving choices, showing respect and dignity. (20 minutes)</p>	<p>When planning write up this information on flip chart paper, OHP Powerpoint</p>

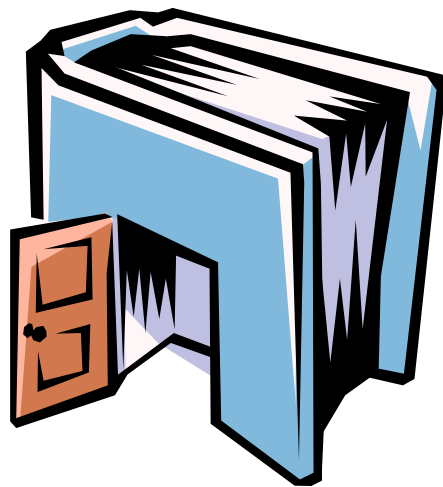


6.2.2. Know how to work with your line manager to agree and follow your personal development plan.

Programme	Materials
<p>Introduction</p> <p>Workers should be encouraged to have a Continuing Personal Development (CPD) plan. It will identify skills and knowledge needed to carryout the individual's job effectively. It will also highlight areas where an individual is already competent and identify gaps for the learning.</p> <p>An example CPD Plan is provided at the back of this module.</p>	<p>Handout 60 Example CPD plan</p>



CONTINUING PROFESSIONAL DEVELOPMENT PLAN



NAME: _____



CONTINUING PROFESSIONAL DEVELOPMENT

Continuing Professional Development (CPD) is your commitment to keeping your professional knowledge up to date. It also helps to improve your capabilities when undertaking your role as its main focus is on what you learn and how you develop throughout your career.

It is your responsibility to keep your skills and knowledge up to date and your CPD portfolio will identify what you have achieved and what you want to achieve within the next 12 months.

CPD is not just about attending training but is record of useful experiences and the benefits from what you have learned. It should capture what you can do now that you couldn't do before.

A CPD portfolio is your investment in yourself. You can use it to plan your development and improve your skills and knowledge. It strengthens your work credibility and will improve your career development. More and more employers see a CPD portfolio as a core competency and will ask to see it as it will show how you have maintained your skills, knowledge and development.

To start your CPD portfolio you need to reflect on the past and plan for the future. This means reviewing what you have learned over the past 12 months and setting yourself some development targets to achieve in the coming year.

You can use your CPD portfolio to record what you learned and how you have developed. You can use anything as your evidence as long as you can show that you learnt something from it.

The evidence you use can be gathered from work or personal experiences. You may go out with friends one day and something happens that makes you think about the way you or other people communicate. What happens may make you think about your communications skills and as a result put a different perspective on the way you have perhaps viewed things.

You need to be able to see the growth of your own personal development and the benefits derived from your efforts. Learning is linked to action whereas theory is linked to practice. People who reflect on their learning and plan for their development often get more job satisfaction as you understand more about **why** you do things.



So how do you get started? Read and answer the following questions.

Last Year	This Year
What were the 3 most important things you learned last year?	How are you going to identify your learning and development needs for the next 12 months?
How did you learn from them?	Think of 3 development objectives.
Who benefited from it? (You, your client or perhaps your colleagues).	How will you achieve them?
What have you achieved in the last year? (NVQ II)	How will you benefit from them?



Now look at the enclosed sample CPD plan and record to see how your objectives and learning are displayed. The following are also examples of evidence that you can use:

- Work experience
- On the job training
- Short courses
- Reading an article in a book or magazine
- Attending an event
- Out of work activities

Once you have read the CPD plan and record, use the blank forms to start planning your own personal development and learning for 2008.



CONTINUING PROFESSIONAL DEVELOPMENT PLAN

NAME:Ima Goody..... COVERING THE PERIOD FROMJan 08... toDec 08.....

What do I want to learn?	What will I do to achieve this?	What resources or support will I need?	How will I know I've succeeded?	Target dates for review & completion
I want to learn more about my job and why I do things for my clients	I am going to ask to start my NVQ II	My managers will need to know so that I can have time off to attend induction and any discussions with my assessor	My assessor will tell me if I am doing well or not I will receive a certificate informing me of my success	Start date April 2008 Completion date July 2008
I want to learn more about a stroke and how it happens	I am going to contact the person responsible for arranging training to see if they can help	I will need to tell my managers so that I can have time off to attend any training there is	I will have attended the training and received a certificate	Completion date October 2008
I want to learn about cutting toe nails	I will contact the person responsible for arranging training to see if they can advise me	I will need the time off to attend any training so I will tell my managers	I will receive a certificate of attendance	Completion date November 2008

Standard 6 CPD Plan Page 5

CONTINUING PROFESSIONAL DEVELOPMENT PLAN

NAME:
.....
..... COVERING THE PERIOD FROM TO

What do I want to learn?	What will I do to achieve this?	What resources or support will I need?	How will I know if I've succeeded?	Target dates for review & completion
--------------------------	---------------------------------	--	------------------------------------	--------------------------------------

CONTINUING PROFESSIONAL DEVELOPMENT RECORD

NAME:Ima Goody..... COVERING THE PERIOD FROM ...Jan 07..... TODec 07....

Dates	What did you do?	Why?	What did you learn from this?	How have you applied this to your work?
Jan 07	I attended moving & handling	It is mandatory training and I need to attend each year	I did not learn anything new but it confirmed that what I was doing was still correct	By continuing to undertake safe moving & handling
May 07	I attended Essential Policy update	I need to attend each year to refresh myself on certain policies	The changes in the Road Traffic Act and why and how I must look after my car by checking the tyre pressure, windscreen wash and the lights are working.	I have started to check my car weekly. I make sure that my son keeps the car tidy when he uses it.
Sept 07	I joined evening cooking classes at my local college	I want to improve my cooking skills	How to store food and kitchen hygiene. I know how food poisoning happens and the germs that cause it.	I am much more careful in my client's kitchen about hygiene and tell other carers as well.
Nov 07	I read an article in a magazine about a stroke	I was interested and wanted to know more about it as I have clients who have had a stroke.	How a stroke affects a person and that the brain controls the opposite side of the body. I realized why my client sometimes gets frustrated.	I take my time with my client and try to encourage them to be as independent as possible.

Standard 6 Page 7

CONTINUING PROFESSIONAL DEVELOPMENT RECORD

NAME: COVERING THE PERIOD FROM TO

Dates	What did you do?	Why?	What did you learn from this?	How have you applied it to your work?
