# Assignment – Personal and professional development plan

Your personal and professional development plan consists of the following:

**TASK 1 - Training needs analysis**

You will need to rate how confident you feel about your current skills and highlight any skills you feel you need for the role of fitness instructor. You will need to gain feedback from a peer, colleague or tutor.

**TASK 2 - SWOT analysis**

You will need to complete a SWOT analysis to highlight areas where you are strong and areas where you are weaker. You will also need to highlight any opportunities you may have and if you foresee any threats.

**TASK 3 - Development plan**

Based on your findings from tasks 1 and 2, you will need to complete a personal and professional development plan. Your goals must be SMART and include short-, medium- and long-term career goals. You will need to highlight any challenges and how you will overcome them.

**TASK1- Personal and professional development plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training needs analysis** | | | |
| **Learner’s name:** | **Date:** | | |
| Below is a selection of skills that are needed to work in most environments and specific skills related to a group trainer. Against each one, rate how confident you feel about your current skills. | | | |
| **Skills** | **How would you rate your confidence in this area? (Please tick ✓)** | | |
| **Very confident** | **Quite confident** | **Not confident** |
| Communication – verbal and listening skills (dealing with customers/colleagues by telephone, electronically or face-to-face). |  |  |  |
| Problem-solving (handling and resolving customer complaints and work-based issues). |  |  |  |
| Managing administration (paperwork and filing skills). |  |  |  |
| Time management (managing time, planning, being effective, efficient, productive and reliable). |  |  |  |
| Developing positive working relationships (social skills, the ability to interact with others). |  |  |  |
| Having compassion and care for others. |  |  |  |
| Attitude (having the right attitude towards work and the organisation you work for). |  |  |  |
| Aptitude for learning and development. |  |  |  |
| Literacy skills (reading, writing, vocabulary, spelling and comprehension). |  |  |  |
| Numeracy skills (understanding numerical data, statistics and graphs, making decisions and reasoning). |  |  |  |
| IT skills. |  |  |  |
| Personal exercise technique – the ability to perform a range of exercises with good posture, alignment and technique. |  |  |  |
| Observation and correcting skills – the ability to recognise good and bad technique and provide coaching to correct technique, where required. |  |  |  |
| Programming skills – the ability to design fun and challenging group exercise classes that are appropriate to the participants in attendance. |  |  |  |
| Group-management skills – the ability to work with a group of people to ensure they are performing exercise safely, effectively and are motivated throughout. |  |  |  |
| Motivational skills – the ability to monitor a group of people to achieve their short-, medium- and long-term goals. |  |  |  |

# TASK 2 - SWOT analysis

Considering the findings from the training needs analysis, complete the SWOT analysis below.

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
| **Opportunities** | **Threats** |

# TASK 3 - Personal and Professional Development Plan

As a result of the SWOT analysis, create some realistic goals for personal and professional development and complete the plan below. Goals may be formal or informal, for example, training, research, guidance or support. Attempt to make goals SMART.

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| --- | --- | --- | --- | --- |
|  | **Personal and Professional** | **Development Plan** |  |  |
| Goals – Areas where I need to develop | Actions I need to take to achieve this | Who do I need to help me with this? | Sources of information required and how it can be accessed | Review date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| What are the benefits of (CPD) Career Professional Development for self, clients, and organisations? | | | | |
| What contribution would a workplace performance appraisal make to CPD? | | | | |

|  |  |  |
| --- | --- | --- |
| **Personal and professional development** | **Marks** | **Results** |
| **Training needs analysis** | **1 marks**  (Minimum 1 marks) |  |
| **SWOT analysis** | **8 marks**  (Minimum 6 marks) |  |
| **Development plan** | **6 marks**  (Minimum 4 marks) |  |

**Results total / 15 marks** (12 marks in total, with the minimum set marks achieved for each question required to pass)

**Pass/Refer**

**Assessor’s feedback:**