

# **Unit 2: Managing Personal and Professional Development**

**Unit reference number:** Y/506/4452

**Level 4:** BTEC Professional

**Credit value:** 6

**Guided learning hours:** 20

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## **Unit aim**

This unit gives learners an understanding of the need for personal and professional development. This unit also provides an introduction to the concept of implementing and monitoring personal professional development plans.

## **Unit introduction**

Success as a manager requires both the development of professional and personal skills that support working effectively in the interests of the business. If you continuously develop your skills and knowledge then this will help you to be fully prepared to achieve goals or to approach changes in the workplace.

In this unit you will learn about the trends and developments that are currently influencing the need for the development of personal and professional skills. This unit will provide the opportunity for you to explore the importance of ensuring that your personal professional development plan reflects your personal values and goals as well as those of your employer. You will also consider how to use professional networks and professional bodies to assist your development as well as how to set development objectives and devise a plan to achieve the targets you have set yourself. You will go on to explore the value of constructive feedback, and how to review and monitor your progress as you implement your personal professional development plan.

## Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

### On completion of this unit a learner should:

Learning outcomes	Assessment criteria
<p>1 Understand the factors which influence the need for personal and professional development</p>	<p>1.1 Analyse trends and developments in management that influence the need for professional development</p> <p>1.2 Explain the importance of own values, career and personal goals in planning professional development</p> <p>1.3 Analyse how changes in the work environment impact on the requirement for professional and personal development</p> <p>1.4 Assess the benefits of planning own professional development</p>
<p>2 Understand how to plan for personal and professional development</p>	<p>2.1 Assess the value of professional networks and professional bodies in professional development</p> <p>2.2 Describe how to develop an effective personal professional development plan</p> <p>2.3 Explain the different learning styles and how they contribute to personal development planning</p> <p>2.4 Explain how development activities are prioritized for personal and professional development</p> <p>2.5 Assess the effectiveness of different development activities in improving personal performance</p>
<p>3 Understand how to implement and monitor a personal professional development plan</p>	<p>3.1 Explain how to implement a personal development plan</p> <p>3.2 Assess the value of constructive feedback in implementing and monitoring the development plan</p> <p>3.3 Explain how to monitor personal development and progression against objectives</p>