

Qualification: CIPD Diploma in Applied Human Resources

Module Name: Developing Professional Practice in Human Resources

Activity Five

Word Count: N/A

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By signing below, I confirm that the work/evidence presented is my own, unaided work. I understand the regulations pertaining to candidate malpractice and the action that may be taken as a result.

Signed:



Date: 19th November 2018

Activity Five

Index and Evidence Matrix

Within this portfolio you will find:

5.01	CIPD Profession Map	My personal student assessment at band two
5.02	Development Plan	A personal development plan formulated from the identified development needs of the Profession Map
5.03	Continuous Personal Development Record	My personal development since undertaking the course in September 2018.
5.04	Communication Style Questionnaire	To assess my preferred communication style, this demonstrates that I have an assertive style.
5.05	Belbin Team Type Questionnaire, (Belbin, 2018)	To identify my preferred role in a team, this has shown that my primary role is Implementer and a secondary role of Shaper
5.06	Learning Styles Questionnaire, (Honey & Mumford – revised 1986)	This demonstrated that I am a Theorist, the assessment was very evenly balanced with both Reflector and Pragmatist only 1 point behind.
5.07	VARK – How do I Learn Best, (VARK Learn Limited, 2018)	This demonstrated I have an equal learning style between Visual and Kinaesthetic.
5.08	How Do I Manage Differences, (Kilmann & Thomas, 1977)	This demonstrated that my preferred style for handling conflict is compromising, with, Co-operating 3 points behind, both clearly ahead of other categories
5.09	Communication Effectiveness Questionnaire	Peer reviewed questionnaire to look at my communication effectiveness

A reflection on my CIPD Profession Map, my Development Plan and the evidence produced from the completed questionnaires.

When completing the CIPD Profession Map I was aware of where my own strengths and weaknesses were and also those areas that are difficult to address in my particular organisation.

In my Development Plan I have chosen to concentrate on those areas that would benefit me and my organisation the most, they are mainly centred around Employee Engagement, the alignment of HR with the business strategy, HR Metrics and how they can be used to benefit the organisation and from a personal perspective developing some skills that would benefit me in my role, such as conducting telephone interviews, being more curious and developing decisive thinking, all areas that I feel personally need developing.

The timescales I have set are all within the time frame of my CIPD Diploma and I have already started to record my CPD from the start of the course. CPD is something that I am already passionate about, over the last three years I have been working on achieving credits to maintain my Global Remuneration Accreditation, I am also co-founder of the Swansea and

West Wales HR and Employment Forum, a networking event for local HR Professionals and business leaders, this forum has an Employment Lawyer as part of the core team and has been very successful <https://www.linkedin.com/groups/13618870/> .

Having reviewed the questionnaires that we have been asked to complete as part of this activity the following is identified;

1. My communication style is 'Assertive' and my peer reviewed questionnaire demonstrates that I am an effective communicator with good listening skills
2. Within a team I would be mostly an Implementer and a Shaper, this reflects my personality as I like to get involved and get things done, (Belbin, 2018).
3. My Learning preference is Visual / Kinaesthetic, VARK Learn Limited, (2018) which I would support as I learn most from getting involved, this would also support that I learn a lot from HR Forums, workshops and seminars, rather than a traditional training course environment.
4. My style for managing differences is Compromising and I scored very high which suggests that practicalities and tactics may mean I lose sight of other important issues, (Kilmann & Thomas, 1977)

Taking everything into account, I believe I have a good understanding of where I need to focus my development and how I can improve it, the questionnaires and theory behind them have helped me understand how best I can achieve my goals and identify the strengths and weaknesses of my styles for learning and communication.

Reference List

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