



Planning

Decide on how to meet your learning needs

Having identified one or more learning needs, you need to think about prioritising these.

You need to ask yourself:

- **How important are these needs in relation to each other?**
- **How urgently do I need to meet these learning needs?**

Having prioritised your learning needs you then need to decide how best to meet these needs.

What method of learning will you use?

CPD provides a flexible method of learning in that you can engage in a wide range of learning activities in order to meet your learning need (see table 1).

T A B L E O N E

- | | |
|--------------------------------------|-----------------------------|
| • Workshops | • University courses |
| • Distance learning | • Learning by doing |
| • Study groups | • Mentoring |
| • Private reading | • Projects |
| • Teaching | • Research |
| • Speaking to peers | • Work shadowing |
| • Conferences | • Writing |
| • Preparing for presentations | |

When planning your CPD be sure to engage in the most effective learning method for **you**. What is your preferred method of learning? Do you prefer to 'sit and watch' or do you like to 'have a go'?

Each learning method has associated advantages and disadvantages. You need to decide which method is most appropriate for you at that particular time.

The table below shows examples of learning methods in which you may wish to engage. This list is not exhaustive.

T A B L E T W O		
Method of learning	Advantage	Disadvantage
Reading or private study	You can complete this at your own pace.	May be time consuming if there is a lot of material to cover.
Distance learning	Can be completed at your own pace. MCQs etc at the end of the pack help you to assess your learning. Feedback is given.	May be time consuming.
Workshop / live course	You have an opportunity to ask the experts questions and liase and gain feedback from colleagues.	Pharmacist cover may need to be arranged.
Work shadowing	You have an opportunity to ask the expert questions.	Pharmacist cover may need to be arranged.

In meeting a learning need sometimes it may be appropriate to plan to engage in a number of activities that help you to learn best. However, for some learning needs one activity may be sufficient.

Ensure your planned activities are achievable, realistic and appropriate. For example;

- **It is achievable to complete a distance learning course in 4 weeks.**
- **It is realistic to plan to attend an evening course in order to meet your learning need, if you know you cannot afford time to participate in a week long programme.**
- **It is inappropriate to plan to attend/participate in an advanced level activity when your identified learning need is of a basic level.**

Adding a time limit against each activity is motivational e.g. 'I plan to complete this distance learning course by

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I plan to order and complete the NICPPET distance learning package "Evidence-based Management of Diabetes". (Aim to complete 21.6.2005).

I plan to read the guidelines from the RPSGB and Diabetes UK on diabetes screening in community pharmacy. (Aim to complete by 16.6.05).

I plan to contact my local GP and practice nurse within the next week in order to discuss the possibility of setting up such a service in the pharmacy.

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I plan to attend the "1st international meeting on pulmonary hypertension."

Aim to complete by 30th August 2005.

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What do I need to record?

In your records you should answer the following questions:

What activity/activities could I undertake to meet this learning need(s)?

When do I plan to complete the activity/activities by?