



Statement	A	S	N	Evidence	Action Required
I consider my future career and where I want to be in three to five years.					
I am aware of relevant qualifications that would support my career ideas.					
I know where I can find out about relevant qualifications.					
I make sure that I learn from my mistakes.					
I use opportunities to learn from others at work.					
I find time to read information that is relevant to my position.					

A= Always

S=Sometimes

N=Never



Statement	A	S	N	Evidence	Action Required
I have a personal development plan that is linked to my business objectives.					
I carefully consider my personal development needs before meeting my manager to discuss.					
I welcome feedback about my performance from my colleagues and manager.					
Before attending a training or development event, I make sure that I have agreed clear learning objectives with my manager.					
I maintain a learning log to detail my ongoing development.					
I ask questions if I am unsure about anything at work or during development activities.					



Statement	A	S	N	Evidence	Action Required
I arrange a time with my manager to review each development activity.					
I put an action plan in place to implement changes as a result of development activities.					
I review these action plans regularly.					
I consider how changes at work will affect me and discuss any related training needs with my manager.					



Mostly A's (Always)

If you have ticked mostly A's and are able to give evidence for these statements, you have an excellent track record of managing your own learning. You take a proactive approach towards developing your career, identifying areas for improvement and seeking feedback from others. You actively seek out learning opportunities, review your development activities and attempt to improve your performance as a result.

Mostly S's (Sometimes)

You take some responsibility for your own learning and take some positive steps towards your career development and overall performance at work. By reviewing your responses to the questionnaire, you should be able to identify areas where you could further improve your approach to training and development. Making these changes will enable you to take responsibility for your own learning and career development.

Mostly N's (Never)

You leave responsibility for your career and personal development very much in the hands of others. This may work to an extent, but you take the risk of being left behind as changes occur and the need for new skills and knowledge increases. Consider now how you can reverse this trend and take a proactive approach towards your future development.