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Outcome 1

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Personal and Professional

...

2.4 Agree a personal and  
professional plan that is  
consistent with business  
needs and personal

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### Manage Personal And

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objectives Agree with relevant parties such as line manager, training and development department and budget holder, a personal development plan which contains SMART objectives(see AC3.1),

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## Manage Personal And

resources, timescales, and  
review mechanisms

Manage personal &  
professional development  
(ML9)

The Learner Will. The  
Learner Can. 1. Be able to

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## Manage Personal And

### Professional Development

Identify personal and professional development requirements. 1.1. - Compare sources of information on professional development trends and their validity. 1.2. - Identify trends and developments that influence

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T/506/2952, Manage personal  
and professional development

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Learning Objective 1: Be  
able to identify personal



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## Manage Personal And

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requirements Assessment

Criteria 1.1 Compare sources  
of information on

professional development  
trends and their validity

1.2 Identify trends and  
developments that

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Unit title: Manage Personal  
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Level: 3 Credit value: 3

GLH: 12 TQT: 32 Unit code:

AB2/3/NQ/004 QCF unit

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### Manage Personal And

Unit Aim: Learners will be able to manage their own performance in a working environment to include time management, workloads and identify their own development needs

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The Award in Personal and  
Professional Development are  
ideal for those in higher  
education institutions,  
students on Level 4

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Professional Development  
programmes (or higher)  
within further education  
colleges, employees engaged  
in continuing professional  
development programmes, and  
volunteers involved in  
professionally-structured  
and supported programmes.

# Download Free Unit 345 Manage Personal And Professional Development Personal and Professional Development Qualifications

...

appropriate across the unit,  
to confirm the learner's  
competence in managing their  
personal and professional

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### Manage Personal And

development (AC1.3, AC2.5, AC2.6, AC3.2 and AC3.3). The use of a reflective account is a suitable alternative to professional discussion throughout the assessment of this unit. If this is used, the learner should comment



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Unit 5: Manage Personal and  
Professional Development

The first unit looks at  
personal and professional  
development, helping the  
learner to identify their  
own development needs and

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### Manage Personal And

Professional Development. The second unit develops practical team management skills. And the three remaining units of this section delve into the theory behind people management, leadership and

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Level 3 Diploma in  
Management

Unit Reference No.T/506/2952

Unit aim(s) This unit aims  
to develop the knowledge and  
skills required to manage

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### Manage Personal And

Professional and professional development. Upon completion of this unit, learners will be able to identify personal and professional development requirements and fulfil a personal and professional development plan.

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ILM Level 3 Diploma in  
Management (QCF)

This unit focuses on the learning processes that underpin the development of personal and professional skills. Businesses will want

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to know that you have the  
skills and knowledge  
necessary to face the  
challenges of an ever-  
changing world.

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Unit aims There are a range of IT tools and techniques that IT users can use to support their own personal and professional development. Through this unit, learners start to

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recognise and respect diversity, individual differences and perspectives and understand how IT can be used to support and enhance both personal and team effectiveness.



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## Manage Personal And

Unit 335 Developing personal and team effectiveness using IT

P2.4 Evaluate how personal learning and development may benefit others. Personal learning and development make inclusion of the

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Improvement in awareness and identity, it helps in developing talent and its potential, enhance the quality of life and may more. It is important because it improves: - self-awareness; self-knowledge;

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skills or learn new skill  
set

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