

# Your Personal Development

Your Personal Development - Online  
Training Course - CPDUK Accredited



Corporate  
Member

The CPD Certification Service



## OVERVIEW

Welcome to The Mandatory Training Group's online Your Personal Development training course for healthcare and social care workers.

### Your Personal Development - E-Learning Course - CPDUK Accredited

- Study method – Online, self-paced
- Estimated duration (Indicative CPD hours) – 2 hours
- Course format – Online (24/7 access)
- Entry requirements – no prerequisites required
- Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- Certification/Qualification – Downloadable CPD certificate
- Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- Course accreditation – CPD Certification Service (CPDUK)
- Course access – Part-time (1-year access)
- Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

### Who is the course for?

This online Your Personal Development training course should be completed by those who work in health and social care services, including:

- New members of staff in Healthcare Support Worker roles,
- New members of staff in Adult Social Care Worker roles, and
- Any staff members who provide direct care to patients or individuals needing support.

This online Your Personal Development training course will also be useful for:

- Staff moving into new roles within their organisation,
- Refreshing the knowledge of any member of staff,
- NHS nursing, AHP and care staff,
- Agency care workers,
- Healthcare assistants (HCAs),
- Support workers,
- Care assistants, and
- Community services.

## Course aims

Personal development happens throughout your life. At work, it starts with agreeing on your aims and objectives and thinking about your strengths and development needs. You then set goals so that you can meet your objectives and make the most of your talent.

## Learning outcomes

On completion of this Your Personal Development e-learning course, you will have an improved understanding of the following:

- Skills, knowledge and competence,
- Developing a personal development plan (PDP),
- Contributing to your PDP,
- Supervision and appraisal,
- Agreeing your objectives,
- Expanding your knowledge, skills and understanding,
- Learning and development,
- Reflection as a form of learning,
- Receiving feedback, and
- Continuing your learning.

## Course content

This online Your Personal Development training course covers the following:

- **Agree to a personal development plan;**
  - Identify sources of support for their learning and development,
  - Describe the process for agreeing to a personal development plan and who should be involved,
  - Explain why feedback from others is essential in helping to develop and improve the way they work,
  - Contribute to drawing up own personal development plan,
  - Agree on a personal development plan,



- **Develop their knowledge, skills and understanding;**
  - Describe the functional level of literacy, numeracy and communication skills necessary to carry out their role,
  - Explain how to check their current level of literacy, numeracy and communication skills,
  - Describe how a learning activity has improved their knowledge, skills and understanding,
  - Describe how reflecting on a situation has improved their knowledge, skills and understanding,
  - Describe how feedback from others has developed their knowledge, skills and understanding,
  - Demonstrate how to measure their understanding, performance and understanding against relevant standards,
  - List the learning opportunities available to them and how they can use them to improve the way they work,
  - Demonstrate how to record progress about their personal development, and
  - Explain why continuing professional development is essential.

## Why is this online Your Personal Development training course essential?

For those new to health and social care, the Care Certificate is the beginning of your learning and will usually form part of your induction. All good employers will want to develop their workers further over time. A development plan to achieve this might be agreed during your induction period or a review at a later point.

As a first step, you will agree with your employer how you are going to complete the Care Certificate, including how long it (and any other induction training) will take. Then, as you continue to work in health and social care, it will be vital that you develop your skills and abilities. This may involve further training, specialist courses and qualifications. Your employer will know what they expect from you and will help you set targets and find the learning you need, and so will create your PDP with you. The majority of PDPs cover 12 months, and should, therefore, be updated and renewed each year.

[Click Here to Buy this Course](#)



Mandatory Training Group

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**Learn. Develop. Comply**

## HOW IT WORKS?

### Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

### Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

### Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

### Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

### Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

### 100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

## ASSESSMENT AND CERTIFICATION

### End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

### Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

### Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines. Our online training courses meet the latest guidance and best practice recommendations.



The image shows a large, stylized badge for CPD Corporate Membership. On the left is the logo for Mandatory Training Group, featuring the letters 'CPD' in a blue, circular font with a checkmark, and the text 'Mandatory Training Group' below it. In the center, the text 'Corporate Member' is written in a large, blue, sans-serif font, with 'The CPD Certification Service' underneath it. At the bottom center, it says 'CPDUK Corporate Membership Number- 11177'. On the right, there is a logo for 'CPD CERTIFIED' in purple, with 'The CPD Certification Service' and 'Collective Mark' below it.



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## WHY CHOOSE US?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.



### Civility in the Workplace Training Course for Global Executives

*"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."*

Nicolle Billmyre, YPO, Texas, USA



### City and Hackney

Clinical Commissioning Group

### Counter Fraud, Bribery and Corruption Training for NHS Providers

*"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".*

Harriet Griffiths, NHS City and Hackney CCG, London, UK



### Accredited Training Courses, Programmes and Regulated Qualifications

*"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".*

Mansh Bhatti, Reed Courses, London, UK



*“When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements”.*

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



Healthcare choice for **everyone** **Statutory and Mandatory Training for Healthcare Providers**

*“All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent”.*

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK

## Online Training and Development for the Public Sector



*“We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial.”*

David Sanchez, Eden Brown Synergy, London, UK



## Blended Train the Trainer Courses for Healthcare Providers

*“We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments”.*

Kate McLoughlin, Nuffield Health, Bournemouth, UK

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# LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

## ADDRESS

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## WEBSITE

[www.mandatorytraining.co.uk](http://www.mandatorytraining.co.uk)

## WORKING HOURS

Mon - Fri / 9:00AM - 5:00PM

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