



PROFESSIONAL DEVELOPMENT EXAMPLE



5 ADDING VALUE

GOAL: The ability to add value to the organisation

	How were you able to...	Give specific examples	Achieved Yes / No	Feedback received
7 E CS	...lead by example and be a role model?			
6 CS	...use creativity to solve a problem or create an opportunity?			
5 CS	...propose a cost-saving or revenue-generating action?			
4 CS	...show an understanding of both internal and external customer needs?			
3	...demonstrate your commitment to continuous learning?	At my very first review I expressed a desire to get involved in the training of the next student intake the following year, as I felt the new students would be reassured by seeing how much is learned in your first year of training. So I persuaded a trainer to give me some tuition in teaching outside of working hours. It turned out to be a popular move with the new students and I feel I also benefitted hugely in terms of my confidence, organisational and presentation skills.	Yes	I believe that this teaching experience was very informative in bringing out some of your current interpersonal skills. You are more confident, expressive and independent.
2	...exceed the expectations of your employer/client?	My manager was concerned about the running costs associated with our three delivery vehicles and asked me to have a look at them. I soon realised that, having access to lots of cost and volume data, it might be useful to extend the review to allocate the costs of the entire Despatch Department across our four main product areas. This enabled us to consider the viability of certain product lines and turned out to be an extremely useful	Yes	This was a very useful exercise and saved considerable additional effort later.

<p>1 E</p>	<p>...show independence, commitment and multi-tasking skills?</p>	<p>tool for the production manager.</p> <p>One of my first audits after six months with the firm was Humphreys, an away job under considerable time and fee pressure. We were working to very tight deadlines and so had to get on with it, and often worked into the evening. Although the senior on the job was always there for us, it was crucial not to ask trivial and unnecessary questions. Combining jobs such as this with studies was a huge challenge.</p>	<p>Yes</p>	<p>You were unlucky to get this client so early in your career at Boyd & Co, but coped extremely well.</p>
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