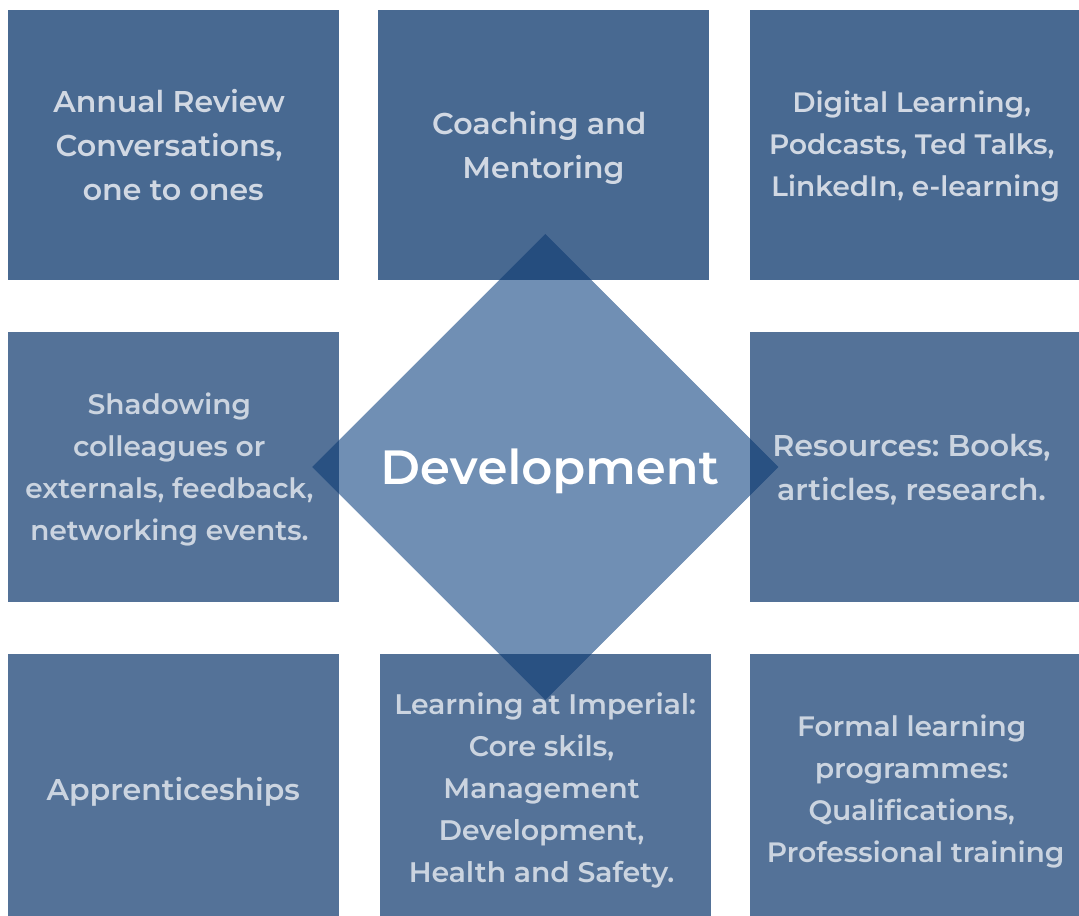# A Guide to Development

Professional development is an individual learning experience that strengthens skills, knowledge and capability. Development takes place in many forms; it's not just happening during formal training or workshops. Instead, development happens every day and it's important to diversify your development to enhance your overall learning.
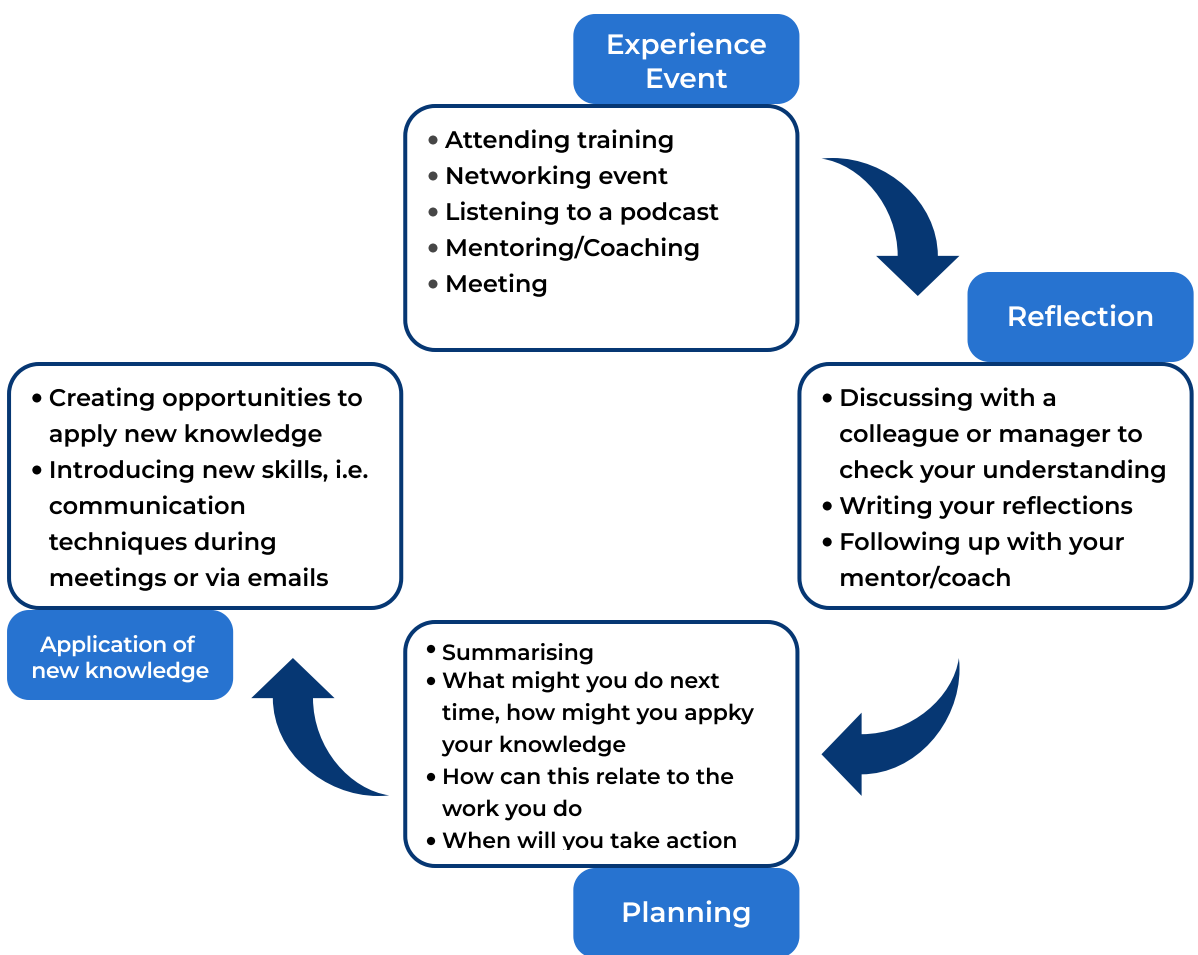
To prompt your thinking the below diagram highlights some examples of development opportunities, demonstrating a variety of activities you can engage with.

Annual Review Conversations, one to ones	Coaching and Mentoring	Digital Learning, Podcasts, Ted Talks, LinkedIn, e-learning
Shadowing colleagues or externals, feedback, networking events.	**Development**	Resources: Books, articles, research.
Apprenticeships	Learning at Imperial: Core skills, Management Development, Health and Safety.	Formal learning programmes: Qualifications, Professional training

Reflection

The items identified in the above diagram complement your everyday experiences in supporting your overall growth. In every developmental experience; whether it's a training session, digital learning, an experience or a conversation, it's important to take time to reflect.

The diagram below can provide some structure to supporting your reflection.

Experience Event
- Attending training
- Networking event
- Listening to a podcast
- Mentoring/Coaching
- Meeting

Reflection
- Discussing with a colleague or manager to check your understanding
- Writing your reflections
- Following up with your mentor/coach

Application of new knowledge
- Creating opportunities to apply new knowledge
- Introducing new skills, i.e. communication techniques during meetings or via emails

Planning
- Summarising
- What might you do next time, how might you appky your knowledge
- How can this relate to the work you do
- When will you take action

Kolb's Experiential Learning Cycle (1974) provides a deeper overview of the process of learning and applying our experiences in addition to many other recognised tools and models to support this process. POD also provide support for reflecting and planning for your ongoing development such as the **Career Moves online toolkit** found on our web pages.

Opportunities to support your planning

With so many development options available to you and an ongoing journey of learning ahead, it can help to focus your thinking with someone else. The Annual Review Conversation, along with ongoing one-to-ones are a good place to explore what is appropriate for you in relation to your job and your ambitions – and are in fact development opportunities too!

Outside of meetings with your manager, People and Organisational Development has created **'micro-development' sessions** where any member of staff can book a short one-off session with a member of the POD team to discuss their development, identifying development that meets you at your point of need.