



Global Institute
of Training and Presenting

Professional Development Planner

At the Global Institute of Training and Presenting we believe, as trainers, speakers and workshop leaders, we should model exceptional presenting practice in learning and development. A commitment to our own professional development is critical if we want to be of service to others.

The Professional Development Planner is a self-assessment tool for you to self-reflect and analyse your knowledge, skill or behaviour in five key areas.

From this analysis you will be able to identify the gaps, prioritise your learning requirements and take action.

Instructional Design

Uncertain of the learning approach

1	2	3	4	5	6	7	8	9	10
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Identified appropriate learning approach

Too much/too little information

1	2	3	4	5	6	7	8	9	10
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Informative instructional material

Too basic/advanced for the audience

1	2	3	4	5	6	7	8	9	10
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Meets the needs of the audience

Training Delivery Planning

Delivery session plan haphazard

1	2	3	4	5	6	7	8	9	10
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Delivery session plan prepared well

Learning objectives unclear, wordy, not aligned to audience

1	2	3	4	5	6	7	8	9	10
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Learning objectives clear, concise and aligned to audience's needs

Includes one or two learning methodologies

1	2	3	4	5	6	7	8	9	10
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Includes a wide range of learning methodologies

Commercial Acumen

Uncertain of exact costs

1	2	3	4	5	6	7	8	9	10
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Costs and profits calculated

Pricing is adhoc

1	2	3	4	5	6	7	8	9	10
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Pricing meets the expectations of the client

No contingencies included

1	2	3	4	5	6	7	8	9	10
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Builds contingency plan into costings

Communication

Communication too long and unclear

1	2	3	4	5	6	7	8	9	10
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Facilitates learning through clear communication

Does not connect on an individual level

1	2	3	4	5	6	7	8	9	10
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Connects well with each participant

Few or no summaries and minimal segues to next section

1	2	3	4	5	6	7	8	9	10
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Summarises each section and segues to next

Leadership

Has bias and prejudice towards individuals

1	2	3	4	5	6	7	8	9	10
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Models high levels of integrity and leadership

Allows individuals to dominate

1	2	3	4	5	6	7	8	9	10
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Promotes inclusivity for the entire audience

Vague about personal strengths and limitations

1	2	3	4	5	6	7	8	9	10
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Uses their strengths well and manages their weaknesses effectively

Based on my analysis, my gaps are (in priority order):

1. _____
2. _____
3. _____

Excellent! You now know what to focus on.

It is likely that GITP membership will help fill some of your gaps.

Our wide range of learning programmes and member benefits are designed to meet the current needs of today's trainers and presenters.

Join us today www.gitp.com.au for more information or to register on-line.