

# Continuous Professional Development at ABM

Continuous Professional Development (CPD) is an approach to learning and development that aims to ensure professionals maintain and enhance their skills, knowledge, and competencies throughout their careers.

As the professional body for business mentoring, CPD is a core part of the ABM's ethos and member journey. It is encouraged at [Affiliate level and Member level \(minimum 20 hours per year\)](#) and mandatory at [Fellow level \(minimum 20 hours per year\)](#).

While helping the ABM to maintain standards in business mentoring, CPD helps our members to grow as individuals. It brings job satisfaction, enhances an individual's skill set and competencies, and with that, increases their credibility with clients or within a workplace.

CPD within the ABM offers a range of methods to embrace learning, whether you prefer to read, watch videos, attend formal learning sessions or take part in healthy debate. Each of these learning styles and interactions offers the member an opportunity to develop their craft.

The three aspects of CPD outlined below introduce the ABM's understanding of CPD and offer examples that will provide a variety of ideas and options for members to enjoy during their development journey.

If you are an ABM member, log into the [member's area](#) here to discover a range of resources, including recorded events, reading materials and formal training to support your CPD. Our resources support members to adhere to the [ABM Code of Conduct and core competencies](#).

# Key Aspects of CPD

## 1. Purpose

- Ongoing Learning: CPD helps professionals stay current with the latest trends, technologies, regulations, and best practices in their field.
- Skill Enhancement: It allows individuals to improve their existing skills and acquire new ones, increasing their professional competence.
- Career Advancement: Engaging in CPD can open up new career opportunities and support career progression.

## 2. Components

- Formal Learning: Structured learning activities such as courses, workshops, seminars, and conferences.
- Informal Learning: Self-directed learning activities like reading relevant articles, joining professional networks, and engaging in online forums.
- Practical Experience: On-the-job training, mentoring, coaching, and practical application of new skills in the workplace.

## 3. Process

- Assessment: Identifying current skill levels and areas for improvement.
- Planning: Setting personal development goals and selecting appropriate CPD activities to achieve these goals.
- Execution: Participating in CPD activities and integrating new knowledge and skills into practice.
- Reflection: Reviewing and reflecting on the learning experiences to assess their impact on professional practice.
- Documentation: Keeping a detailed record of CPD activities, reflections, and outcomes to demonstrate ongoing professional development. The ABM provides a CPD document for members to track and reflect on their CPD.