The IoIC CPD Cycle

1.
Identify

2.
Plan

3.
Record

4.
Reflect

5.
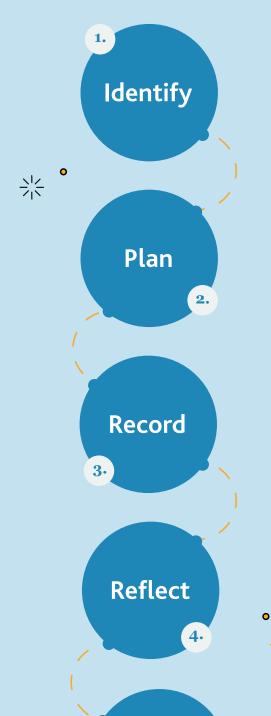**Apply**

Upon completion

Once users have completed the recommended 40 points (or above) they must inform the IoIC by emailing **prodev@ioic.org.uk**. They will then be issued with a Certificate of CPD Completion.

1. Identify

Users are encouraged to review the IoIC's profession map and competency framework in order to identify the areas in which they need to develop their skills and knowledge.

2. Plan

Plan which activities or areas you need to undertake in order to meet personal development objectives.

3. Record

Make a record of all CPD activities completed using the online system found in your membership area.

4. Reflect

For CPD points to be allocated, users must reflect upon the learning that they have undergone and demonstrate this on the online system. Try to consider how useful the activity has been, what practical take-aways you have that you can apply in your work, and how you can further embed your learning.

5. Apply

Apply your learning into your work and put any new skills or tools into practice.

Institute *of* **Internal Communication**