



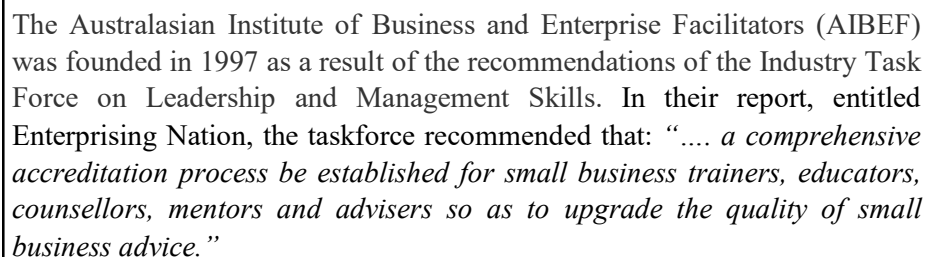
CONTINUING PROFESSIONAL DEVELOPMENT 2020

Maintain and enhance your knowledge and skills.

The importance of Continuing Professional Development
should not be underestimated

It is a career-long obligation for all practising professionals.

WWW.AIBEF.ORG.AU



What unites our members is the common theme that they are all involved (in some manner) in the facilitation of assisting individuals, groups and/or communities develop, start and/or grow business and enterprise initiatives.

The AIBEF recognises the importance Continuing Professional Development (CPD) both for our members and also the wider professional community and offers both ‘Formal CPD’ and ‘Informal CPD’ (*some examples of these are detailed on the following pages*). Whatever your chosen field and expertise is, CPD involves maintaining, enhancing and extending your knowledge expertise and competence.

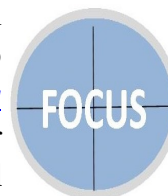
Dennis Chiron
National President
Australasian Institute of Business & Enterprise Facilitators

CPD - HONING YOUR SKILLS AND KNOWLEDGE

Some Examples

CPD can take many forms—from in-services and journal, clubs, to courses and conferences, workshops and Web-based activities. Each mode of engagement has its own unique strengths and weaknesses:-

- ◆ **Publications:** Subscribe to industry-relevant magazines and journals and eBooks, for example, AIBEF's monthly newsletter "[*Facilitation Focus*](#)"
- ◆ **Social Media:** Social media allows the user to contribute directly to the sharing of information between individuals and communities of practice. Social media is now a mainstream information-sharing pathway, in part due to its speed, worldwide reach, and flexibility in access. AIBEF has an active presence on social media through LinkedIn and has established a group of like-minded professionals "[*Business Facilitator's FOCUS*](#)" where we can ask questions, offer answers, and be part of a group where we can all join in peer-to-peer discussions and conversations about challenges, experiences and outcomes.
- ◆ **Events:** These can be local events such as networking; business presentations; informal/formal peer discussion groups. Or they can be state or national conventions.
- ◆ Some other activities that your personal CPD might include are: Work-based learning; self-directed learning; further education; carrying out research; voluntary work; presentations; relevant club memberships The list is seemingly endless.





Welcome to AIBEF Continuing Professional Development



Continuing Professional Development (CPD) is embedded in our Institute's Constitution, not just for our members, but offering CPD to the much wider and diverse Business & Enterprise Facilitation profession is at the very heart of our Institute.

2020

CPD TRAINING FOR BUSINESS & ENTERPRISE FACILITATORS

DELIVERY	All Programs are delivered online or by Distance Learning and are self-paced
RECOGNITION	Certificate of Attendance issued on completion
DURATION	All CPD SHORT COURSES are approximately of 2 - 3 hour study duration
COST	AIBEF Members \$25.00 Non-Members \$35.00

CPD SHORT COURSE SAMPLES

♦ Market Research	♦ Contracting	♦ Intro to Human Resources
♦ Exporting	♦ Accounting Concepts	♦ Business Networking
♦ Winning Customers	♦ Sales Planning	♦ Business Etiquette
♦ Growing Your Business	♦ Customer Service	♦ Project Management
♦ Competitive Advantage	♦ Establish Values & Culture	♦ Business Communication
♦ Business Planning	♦ Buying a Business	♦ Giving Great Presentations

Further information or application form please contact AIBEF CPD Training info@aibef.org.au +61 410 082 201

AIBEF MEMBER CONTINUING PROFESSIONAL DEVELOPMENT LOG 2020



Member Name _____

Professional development can include both formal and informal activities.

Professional Development Undertaken / Skills learnt	Date	Duration



Personal Continuing Professional Development Plan

CPD Plan for AIBEF Members 2020			
Member Name:			
Activities			
January	February	March	April
May	June	July	August
September	October	November	December
Other Activities:			