



Continuing Professional Development CPD Plan Self-Assessment Questionnaire

The APEGS Continuing Professional Development (CPD) Program is comprised of six activity categories. They are Professional Practice, Formal Activity, Informal Activity, Participation, Presentations, and Contribution to Knowledge.

To become a well-rounded professional, it is important to engage in a variety of CPD activities. This questionnaire is designed to examine all aspects of a professional's career, ranging from technical training, to ethical practices, to community involvement. Each section focuses on different areas of knowledge and specific skill sets in order to identify potential areas for annual improvement. The answers to this self-assessment questionnaire will help determine the CPD activities undertaken for the year.

Please refer to the CPD Program document to ensure the CPD Plan meets the requirements.

Ask the following questions to assist in creating a CPD Plan.

1. Ethics and Professionalism

All APEGS members are bound to the Code of Ethics and are required to conduct themselves in an honourable and ethical manner, upholding the values of truth, honesty, and trustworthiness, and shall safeguard human life and welfare, and the environment.

Do I need to improve in any of the following areas:

- How to identify and resolve ethical issues and problems
- How to engage in critical thinking about ethical issues
- How to avoid conflict of interest situations
- How to clearly present to employers and clients the possible consequences if professional decisions/judgements are overruled/disregarded
- Systems for time tracking, client record filing and billing/collection
- Best practices for confidentiality and privacy
- Appropriate use of Information Technology (IT)
- Other: _____

I can receive education and training in the following ways:

- By attending a course
- Through my employer
- Through APEGS or another professional association
- Through a technical society
- Through self-guided study
- Other: _____

2. Technical Knowledge

Members are required to offer services, advise on, or undertake professional assignments only in areas of their competence and practice in a careful and diligent manner.

Do I need further education in the following areas:

- Technological advancements in my field(s) of practice
- Technical areas to broaden my field(s) of practice
- Contract Law
- Codes and standards for the work I am doing
- Applying local environmental regulations and sustainability principles
- Analyzing technical risks and offering solutions to mitigate them
- Other: _____

How can I attain this knowledge?

- Attend lunch and learns put on by learned societies
- Self-guided study
- Attend refresher courses
- Attend formal courses
- Attend a technical conference
- Attend seminars put on by manufacturers
- Participate in technical standards committees
- Other: _____

3. Communication Skills

The ability to communicate in an effective and professional manner is an important skill for any APEGS member.

Do I need to improve my:

- Use of correct grammar and spelling
- Use of language suitable for the intended audience
- Technical writing skills
- Ability to effectively formulate and present well-reasoned and accurate analysis and advice
- Presentation skills
- Use of appropriate communications technology
- Other: _____

I can attain these skills through:

- Attending a writing course
- Self-guided learning
- Participating in public speaking seminars
- Delivering a presentation
- Other: _____

4. Practice Management

APEGS members are expected to conduct their business and practice in a professional manner.

Do I need to improve in any of the following areas:

- Time management, including prioritizing tasks and tracking deadlines
- Delegating tasks and providing appropriate supervision
- Mentoring new members of the profession
- File management, including electronic information management and record retention
- Financial management and payroll
- Project management
- Managing professional responsibilities, including licensing of individuals and companies
- Privacy protection and anti-spamming legislation
- Contract administration, procurement and business risk identification and mitigation
- Ensuring quality of work
- Knowledge of applicable legislative or regulatory requirements
- Other: _____

I can attain these skills through:

- Attending a course, seminar or information session
- Working with a practice management coach to improve overall management skills
- Working with a strong mentor
- Self-guided study
- Other: _____

5. Community and Professional Involvement

Activities that promote peer interaction and provide exposure to new ideas and technologies not only enhance the professions but also serve the public interest.

Places to consider volunteering:

- APEGS Committees or Council
- APEGS one-time events
- Your local engineering/geoscience society
- Your local community association
- At your child's school
- Coaching sports
- Habitat for Humanity
- The Food Bank
- Serving on a Board

6. Conclusion

This self-assessment questionnaire is to be considered a starting point for evaluating a member's professional development needs. The examples above do not provide an exhaustive list and should only be used as guidance. Depending on the nature of a member's practice, the CPD Plan can be personalized to suit individual needs.

Once this self-assessment questionnaire has been completed, create a CPD Plan identifying activities that will be undertaken for the year. If needed, a CPD Plan template can be downloaded from the APEGS website.