**ICRS CPD self-assessment**

In our fast-changing world, continuous learning and development is no longer optional. Whether we are part of an organisation or working independently, we all must ensure we stay abreast of developments in our field, current in our understanding of key issues and up to date with our skillset.

No matter what stage of your career you are at, this CPD tool will help you (re)evaluate your ambitions and your expertise and will support you in creating a development plan that is aligned with your professional goals.

Use this tool regularly (at least once a year) to plan your next development steps.

**Mid-term career goal assessment:**

|  |
| --- |
| **Take a moment to reflect on your medium-term career goals. Look about five years ahead or in other words, envisage the type of role you would like to step into after your next one.** |
| In three to five years, where do you see yourself professionally? |
| Describe the type of work you would like to do then? (f you have a specific position in mind, note it down.) |
| What scope / impact do you want to have then? |
| Describe the type of leader you want to be then? What leadership skills will you have developed? |
| What are the main hurdles you need to overcome to get there? |

**Guiding Principle: Championing ethical behaviour**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **How you have developed in each area over the last twelve months?**  Consider on the job activities (working groups, projects, cross industry initiatives, etc.) as well as off the job learning (self-study, formal training, webinars, publications, ICRS resources etc.). | **On a scale from 1 (no competency) to 5 (mastery) where do you see yourself today?** |
| **Score 1 - 5** |
| Awareness | Understand the main ethical issues faced by an organisation and, if relevant, its supply chain, and what its policy should be in relation to those issues. |  |  |
| Horizon scan for issues that an organisation may face in the future and determine policies in relation to those. |  |  |
| Keep informed of the latest debate and thinking on ethical issues, and the role of business in relation to ethics. |  |  |
| Advocacy and advice | Encourage an environment of professionalism, openness, transparency, mutual respect and support. |  |  |
| Develop compelling arguments for addressing ethical issues |  |  |
| Compliance | Follow and uphold relevant organisational or industry-specific codes of conduct. |  |  |
| Strategy | Maintain, support or develop (as appropriate) effective policies and procedures concerning bribery, corruption, whistle-blowing and good corporate governance. |  |  |
| As appropriate, help embed a code of ethics in an organisation and the supply chain. |  |  |
| Stakeholders | Consider the views of stakeholders, understand their main concerns and their impact on a business, and engage in constructive dialogue on ethical issues and good corporate governance issues. |  |  |
| Identify opportunities for collaboration with external organisations on business ethics embedded and good corporate governance. |  |  |
| Communications | Be open and honest about ethical practice in an organisation and promote regular review of how that practice can be extended and further embedded. |  |  |
| Engage with, challenge and support senior leaders where possible to make that happen. |  |  |

**Guiding Principle: Pursue positive social impact**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **How you have developed in each area over the last twelve months?**  Consider on the job activities (working groups, projects, cross industry initiatives, etc.) as well as off the job learning (self-study, formal training, webinars, publications, ICRS resources etc.). | **On a scale from 1 (no competency) to 5 (mastery) where do you see yourself today?** |
| **Score 1 - 5** |
| Awareness | Understand the main social issues, including wellbeing, inclusion and diversity, labour and human rights, and their relevance to the organisation, domestically and internationally. |  |  |
| Identify the main social risks faced by an organisation and what an organisation’s strategy should be in relation to those risks. |  |  |
| Identify an organisation’s principal social impacts through the entire value chain, through a systematic approach entailing both qualitative and quantitative assessments, where appropriate. |  |  |
| Keep informed regarding, and where appropriate contribute to, the latest debate and thinking on social issues, and the role of business in society. |  |  |
| Understand the statutory and legal requirements around how business operates in society, and ensure compliance |  |  |
| Advocacy and advice | Encourage concern for an organisation’s societal impacts both within the organisation and with key stakeholders outside the organisation. |  |  |
| Develop a compelling narrative that promotes internal understanding of the organisation’s social impacts and the role of business in society. Share this narrative with key external stakeholders. |  |  |
| Encourage senior management to proactively address any negative social impacts of an organisation and its suppliers and embrace the positive role that an organisation can play within society. |  |  |
| Provide coherent, accurate, and objective advice on social issues and persuade other of its applicability to the business. |  |  |
| Compliance | Comply with, maintain, support or develop (as appropriate) effective policies and procedures concerning human rights, ethical sourcing, bribery and corruption and community impact. |  |  |
| Strategy | Identify opportunities for reducing negative social impact and enhancing positive social impact on the societies in which an organisation operates. Develop a compelling strategy and business case for an organisation to pursue those opportunities. |  |  |
| Stakeholders | Form strong relationships with relevant stakeholders, especially in community and civil society organisations. |  |  |
| Consider the views of stakeholders, understand their main concerns and their impact on a business, and engage in constructive dialogue on social issues. |  |  |
| Demonstrate empathy for people and society. |  |  |
| Identify opportunities for collaboration with external organisations on addressing social impacts. |  |  |
| Communications | Develop effective metrics to assess the impacts of social initiatives. |  |  |
| Communicate the results of social initiatives internally and externally using the most appropriate and effective media. |  |  |

**Guiding Principle: Pursue positive environmental impact**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **How you have developed in each area over the last twelve months?**  Consider on the job activities (working groups, projects, cross industry initiatives, etc.) as well as off the job learning (self-study, formal training, webinars, publications, ICRS resources etc.). | **On a scale from 1 (no competency) to 5 (mastery) where do you see yourself today?** |
| **Score 1 - 5** |
| Awareness | Understand the main local and global environmental issues, including climate change, pollution, water scarcity, unsustainable consumption and waste, and their relevance to an organisation. |  |  |
| Identify the main environmental risks faced by an organisation and what the organisation’s strategy should be in relation to those risks. |  |  |
| Identify an organisation’s environmental impacts through the entire value chain, and how an organisation can achieve cost savings by addressing environmental impacts and market differentiation by developing environmentally sensitive products or services. |  |  |
| Know when to consult experts for technical expertise on environmental management. |  |  |
| Keep informed regarding, and where appropriate, contribute to, the latest debate and thinking on environmental issues, and the role of business generally in relation to the environment. |  |  |
| Understand the statutory and legal requirements around the environment and ensure compliance. |  |  |
| Advocacy and advice | Encourage concern for the environment within an organisation and with key stakeholders outside the organisation. |  |  |
| Develop a compelling narrative that promotes internal understanding of an organisation’s environmental impacts and the role of business in the environment. Share this narrative with key external stakeholders. |  |  |
| Advocate opportunities for reducing negative environmental impact and enhancing positive environmental impact. |  |  |
| Encourage senior management to take a strong stance on environmental issues. |  |  |
| Provide coherent, accurate, and objective advice on environmental issues and persuade other of its applicability to the business. |  |  |
| Compliance | Comply with, maintain, support or develop (as appropriate) effective policies and procedures concerning greenhouse gas emissions, pollution, water scarcity, unsustainable consumption and waste. |  |  |
| Strategy | Identify opportunities for reducing negative environmental impact and enhancing positive environmental impact. |  |  |
| Develop and pursue adoption of strategies for delivering a positive environmental impact. |  |  |
| Stakeholders | Identify, and build strong relationships, with relevant environmental stakeholders. |  |  |
| Consider the views of stakeholders, understand their main concerns, and their impact on a business, and engage in constructive dialogue on environmental issues. |  |  |
| Identify opportunities for collaboration with external organisations on addressing environmental impacts. |  |  |
| Communications | Develop effective metrics to assess the impacts of environmental initiatives. |  |  |
| Communicate the results of environmental initiatives internally and externally using the most appropriate and effective media. |  |  |

**Guiding Principle: Promote Development of Sustainable Products and Services**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **How you have developed in each area over the last twelve months?**  Consider on the job activities (working groups, projects, cross industry initiatives, etc.) as well as off the job learning (self-study, formal training, webinars, publications, ICRS resources etc.). | **On a scale from 1 (no competency) to 5 (mastery) where do you see yourself today?** |
| **Score 1 - 5** |
| Awareness | Understand the principal social, environmental and economic impacts of an organisation’s products and services throughout their life cycle. |  |  |
| Understand how an organisation improves its existing product and service offerings and develops its portfolio. |  |  |
| Keep informed of how competitors and other organisations are developing their products and services to minimise or eliminate negative sustainability impacts and promote positive impacts. |  |  |
| Keep informed of how technological, regulatory and other developments may provide opportunities for improvements in the sustainability of products and services. |  |  |
| Advocacy and advice | Provide compelling arguments in favour of incorporating changes to existing products and services that will reduce negative social, environmental and economic impacts and/or promote positive impacts. |  |  |
| Provide compelling arguments in favour of developing new products and services that minimise or eliminate negative social, environmental and economic impacts and/or deliver positive impacts. |  |  |
|  | Raise awareness of the importance of improving the sustainability of products and services with senior management and encourage them to act as advocates for the benefits. |  |  |
| Compliance | NA |  |  |
| Strategy | Identify and utilise ways to contribute to the product and service improvement or design process. |  |  |
| Stakeholders | Form strong relationships with internal and external stakeholders involved in the product and service improvement and design process and be prepared to challenge assumptions (for example, in relation to “business as usual” and/or the efficacy or otherwise of improving sustainability performance). |  |  |
| Identify and utilise appropriate media for engaging with stakeholders, including customers, consumers, and clients, to ascertain their views on how products and services can become more sustainable. |  |  |
| Identify opportunities for collaboration with external organisations (including competitors, suppliers and other public and private sector entities) to improve the sustainability of products and services. |  |  |
| Communications | Develop effective metrics to assess the social, environmental and economic impacts of products and services, including any improvements made. |  |  |
| Communicate the results of improvements to the social, environmental and economic impacts of products and services internally and externally using the most appropriate and effective media. |  |  |

**Development plan**

Review your self-assessment across all guiding principles.   
With your career goal in mind, develop a concrete action plan for your three most (or more) important development areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Development area** | **SMART\* Development goal** | **Define concrete actions you will take to grow and develop.** | **Deadline** | **Tick when done** |
| 1. |  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 2. |  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 3. |  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*SMART = specific, measurable, achievable, relevant, and time-bound