

Structured Professional Development	Max Hours
Continuing Education: part time	15
Continuing Education: full time	15
Continuing Education: online	15
Continuing Education: distance learning	15
Attending seminars	12
Attending courses	12
Attending webinars	7
Attending workshops	12
On-line courses	15
Long term research project (6 months plus)	15
Involvement in a professional body, specialist-interest group or other groups	15
Being an examiner or tutor additional to current job	10
Branch committee meetings	9

Career Based Professional Development	Max Hours
Attending networking events e.g. Institute of Hospitality: AGM / meetings	12
Attending networking events: Institute of Hospitality: Dinners / receptions	12
Attending appropriate conferences or exhibitions	12
Preparing / delivering staff training	15
Coaching / Mentoring	15
Preparation / presentation of papers for conferences, meetings or publication	12
Active participation in IoH or other regional management briefings and working groups	12
Work shadowing, secondments, on-the-job training	12

Informal Professional Development	Max Hours
Private study (relevant reading: journals, magazines, newsletters, conducting online research)	10
Relevant public service or voluntary work	10
Keeping up with current affairs within the sector via television, radio, publications & social media	10
Other - please specify	10