

This is Step 2 of the PDP. It is your Learning Needs Assessment worksheet. Here you will find 10 pages worth of Learning Needs descriptors and their appropriate codes. They will help you assess your own level of knowledge and more accurately describe that which you need to learn.

This form, like the one before it, is for your reference. Not to be submitted.

**Step 2:  
Learning Needs Assessment**

*In this second step of the Professional Development Portfolio process you assess your learning needs.*

1. Review the list below.
2. Darken the circle to the left of each learning need that will help you achieve the professional goals you set in Step 1.
3. Next to each learning need you select, darken a circle corresponding to the level of CPE required to attain your goals (if appropriate, you may select a level for any learning need).

You must use the learning need codes from this worksheet when completing your Learning Activities Log.

Level of CPE Desired		
<b>Level 1 –</b> Assumes little knowledge of subject Goal: increase knowledge	<b>Level 2 –</b> Assumes general knowledge of the literature and practice Goal: increase knowledge & application	<b>Level 3 –</b> Assumes the literature and Goal: synthesis and future direction

**PROFESSIONAL SKILLS**  
*Description: General skills that apply to all areas of the dietetic profession, and skills to work in a society characterized by a diverse population.*

Learning Needs Supporting Your Goals	Learning Need Code	Learning Need	CPE Level:		
			Level 1	Level 2	Level 3
<input type="radio"/>	1000	Professional skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	1010	Career planning, job search, goal setting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	1020	Computer, electronic technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	1030	CPR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	1040	Cultural sensitivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	1050	Ethics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	1060	Foreign language, cultures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	1070	Leadership, critical and strategic thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	1080	Legislation, public policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	1090	Media skills, television studio skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	1100	Photography, video and graphic production	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Professional Development Portfolio • Do not send to CDR • Maintain for personal reference. Worksheet 2

CDR has set 3 different levels of understanding that pertain to CPE. This allows you to further tailor your PDP, to your unique needs. More than one level may be selected for each LNC as well.

This needs assessment is simple in nature: it consists of Learning Need Codes (LNCs) for all types of fields. While looking over its pages you may mark the LNCs which match your desires and learning needs as seen in terms of the goals outlined in the Step 1: Professional Self Reflection.

## Step 2: Learning Needs Assessment

### Purpose

In this step identify knowledge and skills you need to develop or strengthen to reach your goals. Learning needs in this worksheet were identified by CDR to help you enhance competence, remain competitive, and take advantage of new opportunities in the marketplace. Based upon your goals, you will identify your current or anticipated learning needs and desired levels of CPE. Use this worksheet to initiate your Learning Plan (Step 3).

### Process Requirements

This Learning Needs Assessment (Step 2) serves as the basis for continuing the *PDP* process and the remaining forms. After you have determined your short- and long-term goals using the Professional Self-Reflection worksheet (Step 1), it is recommended that you complete this worksheet in May before the start of your 5-year recertification cycle. If your professional situation changes, you may revise your Learning Needs Assessment as needed.

Do *not* submit your Learning Needs Assessment worksheet to CDR. It is for your personal use.

### Instructions for Pages 1-10

#### *Identify learning needs.*

Review the professional goals established in your Professional Self-Reflection worksheet. In the left hand column, darken circles next to the learning needs that will help you achieve professional goals you identified.

The first impulse may be to select everything, but try to focus on learning needs that are most important to accomplishing your goals. The reality is that there's not enough time and money for you to study everything, so it is more helpful to you to prioritize your learning needs.

#### *Determine level of CPE.*

The levels of CPE described below have two purposes. The first is to assist you in identifying the competency you wish to achieve. The second is to assist you in selecting CPE activities needed to achieve your goals. The following levels also provide guidance for describing CPE programs or materials. (Note: The level of CPE does not impact the number of hours received for the activity.)

Instructions for  
Pages 1-10

**Level 1:**

Little or no prior knowledge of the area(s) covered. The focus of the activity is to increase your core knowledge.

**Level 2:**

General knowledge of literature and professional practice in the area(s) covered. The focus of the activity is to enhance your knowledge and application in this area.

**Level 3:**

Thorough knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is synthesis of recent advances and future directions.

Complete the right-hand column only for the learning needs you selected. When you select the required level of CPE, assess your current level of knowledge and skill and the level of ability you wish to attain. It may be helpful to address questions such as the following:

- Do I need to know about this subject now? In the future?
- How much do I know about this now?
- What level of CPE will I need to reach my goals?

Darken in bubbles to indicate the level(s) of CPE you need now or will need during the next 5 years to accomplish your goals. You can choose more than one level. Note that the selection of CPE levels is for your personal planning purposes only, and will not be used on the Step 3: Learning Plan or the Step 4: Learning Activities Log. Your learning will be more effective if you keep your desired CPE levels in mind when selecting learning activities. However, because we cannot be sure your desired CPE level will be available when you need it, you will not be restricted to using only the CPE levels you identify in Step 2.

In Appendix F, you can see how the sample practitioners have completed their Learning Needs Assessment worksheets.