

# Early **Careers** Development Programme



**CPD**

EARLY CAREERS  
PROGRAMME

More Information

[www.carterpeopledevelopment.com](http://www.carterpeopledevelopment.com)

# The Programme

The CPD Early Careers Programme is designed to give new professionals the confidence, structure and practical skills they need to make a strong start in their roles. Delivered face-to-face in South Wales, the programme blends interactive workshops, workplace application and personalised coaching to create a supportive and engaging learning experience.

Across six focused modules, delegates build essential capabilities in communication, project delivery, teamwork, problem-solving and personal effectiveness. Each session is practical, accessible and rooted in real workplace scenarios, ensuring that learning can be applied immediately.

Alongside the core workshops, delegates benefit from up to three one-to-one coaching sessions, providing tailored support as they navigate early challenges, explore their strengths and shape their development goals. This combined approach helps individuals grow in confidence, develop positive working habits and establish a strong foundation for long-term career success.

Designed to work as a standalone development journey or as part of an existing early-talent, onboarding or apprenticeship pathway, the programme offers a flexible, people-centred solution for organisations looking to invest in their emerging talent.



# About Us

Carter People Development (CPD) is dedicated to helping people and organisations thrive by strengthening capability, confidence and connection in the workplace. Our work spans leadership development, coaching, learning and development, mental health and wellbeing, and tailored people-focused consultancy, all designed to empower individuals and teams to perform at their best.

Our services range from building leadership and management capability to enhancing communication, team culture and talent development. We work closely with clients to deliver solutions that improve performance, support growth and create inclusive, supportive working environments.

Through our CPD Academy, we also offer structured leadership and management programmes built around clear learning pathways and consistent delivery methods, combining pre-course learning, face-to-face workshops and action learning to create meaningful and lasting development experiences.

Our approach is grounded in real-world experience across sectors and shaped by deep expertise in learning, coaching and organisational development.

We are passionate about creating development that is engaging, accessible and genuinely helpful, supporting individuals to grow in confidence while helping organisations build strong, capable and resilient teams.



# The Modules

## Project Management Fundamentals

Many early-career roles involve juggling tasks, deadlines and small projects—often without formal project management training. This module provides a clear, accessible introduction to planning and delivering work successfully.

Delegates learn how to scope a piece of work, identify key stakeholders, set realistic milestones and track progress using simple tools. By turning project management into something practical equips delegates with confidence and structure, helping them stay organised, reduce overwhelm and deliver work that's completed on time and to the expected standard.



## Effective Communication

Clear, confident communication is one of the strongest predictors of early-career success. In this module, participants learn how to adapt their communication style to different audiences and express information in a way that is concise, professional and easy to act on.

Delegates practice real scenarios such as giving progress updates, asking for support and handling difficult or unexpected conversations. They leave with practical techniques they can use immediately to build stronger relationships, influence effectively and communicate with greater impact across their role.



# The Modules

## Team development

Effective teamwork sits at the heart of early-career success. This module helps participants understand what makes a team work well and how to contribute confidently, regardless of their role or experience level.

Through practical activities and discussion, delegates explore team dynamics, collaboration styles and the behaviours that create psychological safety and trust. They'll learn how to support collective goals, navigate differences constructively and play an active part in creating a positive team culture.



## Problem Solving & Continuous Improvement

This module gives early-career professionals simple, usable tools to tackle everyday challenges with clarity and confidence. Delegates learn how to define a problem effectively, break issues down into manageable parts and identify practical improvements that make a difference.

Delegates explore straightforward techniques such as root-cause questioning, process mapping and small-scale testing, showing how meaningful progress often comes from small, thoughtful changes.



# The Modules

## Personal Effectiveness, Wellbeing & Career Planning

This module focuses on helping early-career professionals build the habits and mindset that support sustainable performance and personal growth. Delegates explore simple, practical ways to manage their time, energy and workload so they feel more in control of their day-to-day responsibilities. They reflect on their strengths, values and working preferences, gaining greater clarity about what motivates them and how they can bring their best to their role.

The session also introduces supportive wellbeing practices that help individuals stay balanced and resilient, especially during busy or challenging periods. Finally, delegates create a personalised development plan that outlines their goals, ambitions and the steps they can take to progress with confidence. By the end of the module, participants leave with a clearer sense of direction, stronger self-awareness and practical tools to support both their wellbeing and career journey.



# Coaching

Alongside the workshop modules, each delegate has access to up to three one-to-one coaching sessions, offering personalised support throughout their early-career journey. These sessions provide a confidential space for delegates to slow down, reflect and make sense of their experiences as they step into new responsibilities and workplace expectations.

The coaching conversations are designed to help individuals build confidence, strengthen self-awareness and develop practical strategies for the challenges they are facing. Whether they want to prepare for a difficult conversation, plan their next steps, make better use of their strengths or simply talk through something they're unsure about, coaching offers focused, tailored guidance.

Each session centres on what matters most to the delegate at that moment. Through supportive questioning, reflection and goal-setting, participants gain clearer thinking, new perspectives and actionable steps they can take back into the workplace.

By the end of the programme, the coaching helps delegates feel more grounded, capable and ready to take ownership of their continued personal and professional growth.



# Find Out More

If you are interested in learning more about this or any other of our learning programmes, please feel free to contact:

## Email

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## Website

[www.carterpeopledevelopment.com](http://www.carterpeopledevelopment.com)



*Lets continue  
learning and  
growing  
together!*