

Continuing Professional Development Record

Name: Sample

Membership Number: 1234-56

Covering the period from: Sept. 2007 **to:** Dec. 2007

| Key Dates | What did you do? | Why? | What did you learn from this? | How have or will you use this learning? Note any further action here. |
|------------|---|--|---|---|
| Sept - Nov | I managed a project to implement a new scheme which necessitated co-ordinating the work of various specialists. The project was successful and completed on time. | I volunteered to take the lead on this project as I wanted to gain a new experience and demonstrate my ability in this area. | An appreciation of the importance of different roles and the varying communication styles that were in the team. | I used the experience to improve my time management and project planning techniques to set realistic targets. I need to make sure to review progress against these targets. |
| Nov 13th | I read an article in the IPP newsletter about the new CPD policy. | The issue of my CPD had been identified in my last appraisal and I wanted to find out more about how it worked. | I discovered that I am already paying a lot of attention to my career plan - just not recording it. This is vital, apart from other things, for upgrading membership. | I need to make better use of my time to keep my CPD record and plan up to date. I also want to make it part of the training and development objectives of my team. |
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