

Continuing Professional Development Record



Name Joe Bloggs		Page No: 1 of 1		
Membership Grade/Number: Member 0101010		Covering the period from: 1/9/09 to: 1/12/09		
Key dates	What did you do?	What did you learn from this?	How have or will you use this learning? Note any further action on your CPD Plan	Does this impact on others—would others benefit from this learning?
1/9/09	Met with FD re PivotTables	A lot! Much better understanding of why Pivot Tables are so useful, and how they can be used for management information	To support role as Project Manager for new project In general for reporting and scenario building	Encourage other team members—set up an hours session on the importance of Pivot Tables
1/9/09	Enrolled on LearnDirect course-Intermediate Excel	Supported actual mechanics of using Pivot Tables to input and manipulate data for management planning. Other more advanced stuff on XL not so useful	To support role as Project Manager for new project Management reporting	Set up further hour workshop for team
1/9/09-1/10/09	Study of intranet and meeting with Marketing Manager re our products and the key marketing messages	Again a lot—it is good to be able to input to management meetings knowing what the key drivers are for the business, and also to be able to talk to customers with authority and confidence	Better relationships with customers Fewer errors and more confidence Input to management meetings	Encourage team to read all new marketing materials and study business plan