



Event:	Date:
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BEFORE THE EVENT – complete these questions to help make your decision to attend, and formulate your aims and objectives for attendance

Why do you want to undertake this activity?	
Is the topic relevant to your job now? How could you use it?	
Is this topic included within your CPD Plan?	

AFTER THE EVENT-reflect on the event and answer these questions- reflection and evaluation of activities and how you will use what you have learned is a key aspect of CPD.

How can I change my working practice to integrate the ideas from this event?	
Do I need to follow this up in more detail? How? Do I need to obtain additional materials?	
Key contacts gained – networking value?	
How can I pass this information onto people in my organisation – who do I talk to?	
Have I completed my CPD record, including reflective notes? Do I need to add further actions to my CPD Plan?	