

Board Director's Programme: CPD Record



HOW TO COMPLETE THIS FORM

Use this form in conjunction with your competency self-assessment to log and reflect on your learning activities as you work through your CPD year. This form can then be used as evidence of your CPD.

1. YOUR DETAILS

Name

Membership number

CPD year

Role and responsibilities

How long have you held your current role? Are you planning to take on a new role, or any additional roles?



2. KNOWLEDGE

| | REFLECT | | ACT | | | IMPACT |
|--------------------|---------------------------------|----|---|---------|-----------|---|
| | Area identified for development | | What actions have you undertaken to meet your learning needs? | | | How did the CPD undertaken meet your development needs? Have you identified any areas requiring further development? |
| Governance | YES | NO | Reading | Courses | Webinars | |
| | | | Training | Events | Mentoring | |
| | | | Other | | | |
| Strategy | YES | NO | Reading | Courses | Webinars | |
| | | | Training | Events | Mentoring | |
| | | | Other | | | |
| Performance | YES | NO | Reading | Courses | Webinars | |
| | | | Training | Events | Mentoring | |
| | | | Other | | | |
| Risk | YES | NO | Reading | Courses | Webinars | |
| | | | Training | Events | Mentoring | |
| | | | Other | | | |
| People | YES | NO | Reading | Courses | Webinars | |
| | | | Training | Events | Mentoring | |
| | | | Other | | | |

3. SKILLS

| | REFLECT | ACT | IMPACT |
|------------------------|---------------------------------|--|---|
| | Area identified for development | What actions have you undertaken to meet your learning needs? | How did the CPD undertaken meet your development needs? Have you identified any areas requiring further development? |
| Leadership | YES NO | Reading Courses Webinars Training Events Mentoring Other | |
| Decision making | YES NO | Reading Courses Webinars Training Events Mentoring Other | |
| Communication | YES NO | Reading Courses Webinars Training Events Mentoring Other | |
| Analysing | YES NO | Reading Courses Webinars Training Events Mentoring Other | |
| Influencing | YES NO | Reading Courses Webinars Training Events Mentoring Other | |

4. ATTRIBUTES

| | REFLECT | ACT | IMPACT |
|-----------------------|---------------------------------|--|---|
| | Area identified for development | What actions have you undertaken to meet your learning needs? | How did the CPD undertaken meet your development needs? Have you identified any areas requiring further development? |
| Ethical | YES NO | Reading Courses Webinars Training Events Mentoring Other | |
| Independent | YES NO | Reading Courses Webinars Training Events Mentoring Other | |
| Professional | YES NO | Reading Courses Webinars Training Events Mentoring Other | |
| Collaborative | YES NO | Reading Courses Webinars Training Events Mentoring Other | |
| Results driven | YES NO | Reading Courses Webinars Training Events Mentoring Other | |

5. EXPERIENCE

| | REFLECT | | ACT | | | IMPACT |
|----------------------------------|---------------------------------|----|---|---------|-----------|---|
| | Area identified for development | | What actions have you undertaken to meet your learning needs? | | | How did the CPD undertaken meet your development needs? Have you identified any areas requiring further development? |
| Industry sectors | YES | NO | Reading | Courses | Webinars | |
| | | | Training | Events | Mentoring | |
| | | | Other | | | |
| Career progression | YES | NO | Reading | Courses | Webinars | |
| | | | Training | Events | Mentoring | |
| | | | Other | | | |
| Education and development | YES | NO | Reading | Courses | Webinars | |
| | | | Training | Events | Mentoring | |
| | | | Other | | | |
| Change management | YES | NO | Reading | Courses | Webinars | |
| | | | Training | Events | Mentoring | |
| | | | Other | | | |
| Commercial awareness | YES | NO | Reading | Courses | Webinars | |
| | | | Training | Events | Mentoring | |
| | | | Other | | | |

6. OTHER