

Example CPD plan and record - Charity Project Manager

This record is an example and can be amended to suit your circumstances. If your organisation already has a way of recording learning and allows you to record your thoughts on any CPD activity, you can use that instead. If your organisation doesn't have regular performance appraisals or plan training, you can find advice on planning your CPD here

Dates covered:	December 2022 - November 2023
Name:	Firstname Lastname
Job title:	Aid Projects Manager

Skills or knowledge that you plan to gain	Type of CPD activity you have chosen	Details of the CPD you carried out (publications read, course title, general discussion etc.)	Date	Reflection/ thoughts. (For guidance on reflection, please see below)	What's next?
My food distribution project in <country> went well, so my employer wants to duplicate our success in <another country>. Our contacts have suggested I learn more about the local customs and culture before I plan the project.	Workshop	I attended a cultural sensitivity workshop, where we discussed <list of topics>	(dates)	The course was useful, but too general, since it discussed how to approach cultural sensitivity in any country, but not as much about the specific place I need to go to. I asked the trainer whether he had any advice for <country> and he only visited there once, 20 years ago. It's possible his information is still good, but I should look for more recent information.	My contacts might be able to recommend more information
Same goal as above	Book about <country>	<title of book>	(dates)	The book was really good and I asked our contact in <country> for a phone call so we can talk about it.	Book phone call

Some guidance on reflection

"Reflection" is used to mean deeper thinking about a learning activity. It's common for educational institutions to use reflection as a way to help learners memorise knowledge and practice new skills

You don't need to answer all of these questions, but the following are useful prompts to help you reflect on the CPD activity:

What are the most important things I learned from this CPD activity?

Did I agree or disagree with anything that was stated?

Will it change how I work, or did it reinforce what I do?

Did they help me towards my career goals?

Do I want to change my CPD plans or goals as a result of what I learned?

Is there anything I think I need to know more about?

What do I want to do next?