**Guidance**

UCISA has created this CPD log for members to utilise for their own personal development and reflections. It can include a range of different professional development activities including training courses, webinars and conferences, either as a participant or a contributor, but also personal study, mentoring and coaching as well as on-the-job learning and practical experience.

|  |  |
| --- | --- |
| **Name** | **Current Institution** |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | CPD Activity – What type of learning did you undertake? | CPD hours | Key learning point/impact/self-reflection – How has this helped me develop? | Future Actions – What changes or actions will you undertake as a result of this CPD? |
| *Example**12/12/12* | *UCISA CPD Webinar – Quiet Leadership and Crisis Management* | *1.5* | *People focused approach has an impact on leadership – building consensus. Need to be aware of survival bias that can distort real view of team and what’s happening.*  | *Look at different praise models in more detail.*  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**CPD complication date ……………………………………………………………**

**Signature …………………………………………………………………………....**