



Recording your Learning

What's it for?

This document (sometimes called a 'Learning Log') enables you to keep a record of your learning, not just when you attend training events, but also other things you do such as shadowing someone, giving a presentation (or even reading a 'Top Tips!'). Use it when you are:

- Having a PDR meeting
- Reviewing your Personal Development Plan (PDP)
- Applying for a promotion
- Considering alternatives for further development

Why should I do this?

Part of the PDR discussion concerns your development since your last PDR. Keeping a record of this – and not just what you have done, but more importantly what you've got from it – helps you show that you are actively working towards self-improvement, and are committed to the improvements you agreed at your last PDR.

You may also want to review your PDP in between PDR discussions. It is better to take a 'little and often' approach to development rather than trying to cram a year's worth into a few days. It follows from this that you will need to review periodically to check where you are with your development, how much you've done, and how much you have left to do.

You may also want to update yourself in this way before applying for a promotion, or on any other occasion where you are likely to be asked what you have done to develop yourself.

How do I use it?

Print this off and use it to record:

- Any development activity you undergo (formal or informal)
- Why you chose that particular type of learning
- What you learned from it – this may be more than you first planned

Keep it safely in a file with any other development work you have done.

Indicators of success

In the box marked 'What am I doing differently...?' you could use the following ideas to assess the changes you have made:

- Feedback from your line manager
- Feedback from staff or colleagues or customers
- Behaviours you have seen for yourself
- Improvements you know you have made

Similarly for the box marked 'What difference is it making...?', consider:

- Business, department, or your individual performance
- Figures in financial reports
- Market data, audit results, or customer comments/data

What learning or development activity did I use?

What have I learned from it?

What am I doing differently as a result of this?

What difference is it making – to me, to my team, or to the business?

Print further copies of this sheet if necessary to continue.

For related topics see Top Tips:

- **Career Management**
- **Development Methods**
- **Personal Development Planning**