Learning and development record

Section A – Record of learning & development.

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| **Name** |  | **Organisation** |  | **Role** |  |

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| **Date** | **Competency & area of development identified** | **Activity – what did you do?** | **Input – how many hours did you invest?** | **Output – reflect on the effectiveness of the action undertaken – does it address the competency and area of development identified?** |
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Section B – Looking forward to the future

**Consider whether your competency and development objectives have been met, need to be carried forward or have revealed further areas for development.**