**In service training / conference / seminar / study day / course record and evaluation**

You can use this form to record and evaluate any formal CPD activity you undertake. You should relate it to your identified learning needs and consider what you expect to achieve as a result of the activity. Once you have undertaken the activity, you should keep coming back to the form to evaluate the learning and how you have used it in your practice. This may occur over a considerable period of time.

|  |  |
| --- | --- |
| **Name:** | **Date:** |
| **Title of event and organiser/s** | **Venue** |
| **Intended learning outcomes** (by the end of this event I will be able to:) | |
| **Key learning points relevant to practice** (what did I learn?) | |
| **Plan for application of learning into practice** (what am I going to do with this learning?) | |
| **Impact and Evidence of application of learning to own area of work** (this may occur sometime after the event) | |
| **Identification of further learning needs** | |