WORKPLACEHERO - FREE RESOURCE

CPD reflection prompts

Turns “I attended a webinar” into an entry that stands up to scrutiny.

Answer three or four of these in full sentences and you have a reflection. You do not need to answer them all.

Before you write

- [ ] What was the activity, who ran it and how long did it take?
- [ ] Why did you do it - whose idea was it, and what problem was it meant to solve?
- [ ] What did you already know about this before you started?

What you took from it

- [ ] What are the two or three things you did not know before?
- [ ] What surprised you, or changed your mind?
- [ ] What did you disagree with, and why?

What changed in your practice

- [ ] What will you do differently on Monday? Be specific about the task.
- [ ] Who else benefits - a learner, a colleague, a customer?
- [ ] What will tell you it worked?

Turning it into evidence

- [ ] Which standard, framework or job requirement does this sit against?
- [ ] What could you show someone - a plan, a recording, a piece of work?
- [ ] When will you review whether the change stuck?

Worked example

Weak: “Attended safeguarding update. Very useful.”

Better: “Two hour safeguarding update run by our designated lead. I had not realised low level concerns should be recorded even when no referral follows. I have started writing a short note the same day and passing it to the lead, and I raised two in the first fortnight that I would previously have let go. I will check with the lead at my next one to one whether the detail is enough.”

Write it while it is fresh. The free WorkplaceHero CPD log timestamps each entry and keeps the hours totalled: workplacehero.co.uk/personal-cpd