WORKPLACEHERO - FREE RESOURCE

Observation and feedback record

Ungraded and developmental. What was seen, what it achieved, what happens next.

Observed		Observer		Date		Length	

Context: who was in the room and what was the intended outcome?

What was seen and heard

Judging is not the job here - write what happened, in the order it happened, without judgement words.

Strengths worth keeping

Areas to develop, and why they matter

Agreed development actions

Action	Support needed	By when

Reflection by the person observed

Written afterwards, in your own words. This is the part that counts as CPD.

Follow up date ..... Signed (observed) ..... Signed (observer) .....

Log the observation and your reflection in your CPD record: workplacehero.co.uk/personal-cpd