Example CPD plan and record - HR Manager

Agile Business Consortium

This record is an example and can be amended to suit your circumstances. If your organisation already has a way of recording learning and allows you to record your thoughts on any CPD activity, you can use that instead.
If your organisation doesn't have regular performance appraisals or plan training, you can find advice on planning your CPD here

Dates covered:	December 2022 - November 2023
Name:	Firstname Lastname
Job title:	HR Manager

Skills or knowledge that you plan to gain	Type of CPD activity you have chosen	Details of the CPD you carried out (publications read, course title, general discussion etc.)	Date	Reflection/ thoughts. (For guidance on reflection, please see below)	What's next?
The Board has asked me to look at how we can improve our business agility. I know it's a good idea, but don't know how we can implement it in our organisation.	Reading research papers	My HR professional body gives me access to some research papers. I read <title of paper> (NB: it's useful to include a link for reviewers)	(dates)	The values and principles are interesting, but I can't imagine how adopting "Agile" would work for us. We need documentation to record decisions and to act as handover notes when staff leave. I don't think the management team would like self-organising teams or flat structures.	I want to find some books on introducing agile working in an organisation like mine.
As above	Book	<Title of book> was recommended	(dates)	The book contained a lot of ideas that might work for parts of our business. I don't think it will be appropriate for some departments and there might be some resistance from colleagues, so I need to find out more about how Agile's been applied to different business areas.	Look for more books that address introducing agile working to the more difficult departments
As above	YouTube video on the Cynefin model	https://www.youtube.com/watch?v=N7oz366X0-8	(dates)	It seems we have to break out of old habits of thinking, so maybe what I thought wasn't appropriate for those departments was actually my habitual thinking	Find more resources on Cynefin

Some guidance on reflection
"Reflection" is used to mean deeper thinking about a learning activity. It's common for educational institutions to use reflection as a way to help learners memorise knowledge and practice new skills

You don't need to answer all of these questions, but the following are useful prompts to help you reflect on the CPD activity:
What are the most important things I learned from this CPD activity?
Did I agree or disagree with anything that was stated?
Will it change how I work, or did it reinforce what I do?
Did they help me towards my career goals?
Do I want to change my CPD plans or goals as a result of what I learned?
Is there anything I think I need to know more about?
What do I want to do next?