



Continuing Professional Development

Guide: Recording CPD Activities in the Activity Log

Version: 2021.1

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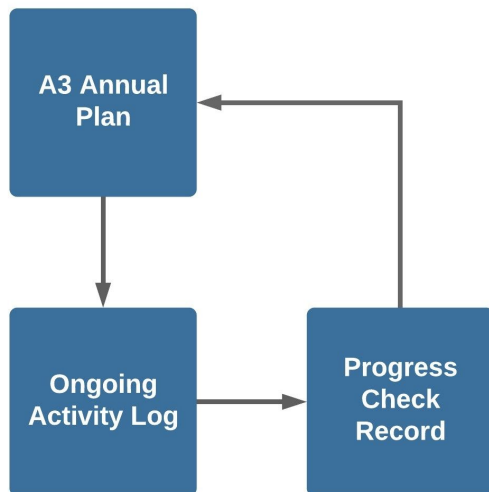
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1. Introduction: The CPD Elements

The Activity Log is one of the three CPD elements, which are used for creating your plan and managing your CPD activity:



1. The A3 annual plan
2. The ongoing activity log
3. The progress check record

There is a cyclical flow among the three elements:

- CPD starts with the A3 plan, which feeds into the Activity Log.
- The Activity Log links to the Progress Check Record.
- The Progress Check Record, in turn, feeds into the next iteration of the A3 plan.

2. Purpose

The **Activity Log** captures all the activities you undertake that contribute to the achievement of your personal development goals.

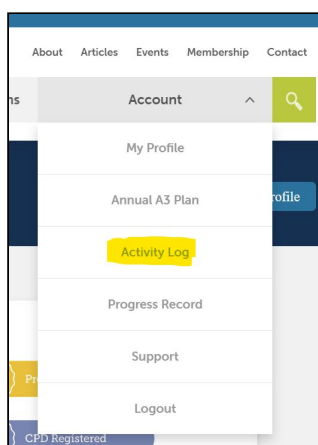
It provides a list of learning, practicing and communication activities you undertake as part of your normal working life.

3. Access & Timing

The **Activity Log** is accessed from your account menu.

TIP: You should aim to record an activity as soon as possible after it has taken place, clearly describing it and its impact. If you delay making an entry, you risk forgetting its details.

4. How to Add an Activity



When you want to record a CPD activity, click **Activity Log** in your account drop down menu, then click **New Entry**:



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A blank **New Activity Entry** will appear:

Current Plan

New Activity Entry ?

Description of Activity (Do)

Enter text here

180 characters

Start Date

End Date

Learnings (Reflect)

Enter text here

180 characters

A3 Plan Activity

P1: Practicing ▼

Future Actions (Act)

Enter text here

180 characters

Attachment + Choose File

Add Activity

Complete the entry as follows, noting the word limit for each area. You should add text to every field, even if it is, for example, 'no learnings' or 'no future actions':

4.1 Description of Activity

- The precise nature of the activity undertaken, e.g. the name of the training course taken, title and context of a presentation made, title of a book read, CI activity performed, project implemented, etc. If appropriate, state the length of time spent undertaking the activity.

4.2 Start and End Date

- Add in the start and end date of the activity

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4.3 Link to A3 Plan

- Since all activities should link to your A3 plan, click the drop down box in A3 Plan Activity and select one line.
- For ease of referencing in the A3, each improvement activity has been assigned a letter: **P=Practice**, **L=Learning** and **C=Communication**.
 - For example, if you identified three targets for improving your practical competence in your annual plan, they would be prefaced by P1, P2 and P3.

4.4 Learnings

- In the Learnings (Reflect) box note your 'take outs' - the critical reflections, learnings, observations, insights, that may have arisen from the activity.
- For example, these could include new technical skills gained, a personal strength or weakness identified, a knowledge or skill gap identified, a more effective communication approach found, a broader understanding of a business issue, an improvement in a particular methodology used, etc.
- What key things did you learn? How has it helped to close the gap that you identified in your Annual A3 Plan?

4.5 Future Actions (Act)

- List actions – if any – you intend to take as a result of the activity you have undertaken.
- What will you do differently in future?
- For example, a change in your interpersonal behaviour, acquire a new skill, update your understanding of an issue or business trend, etc.


4.6 Attachment

- **OPTIONAL:** upload one document/file that relates to the activity and provides greater context - for example, a record of achievement, an A3 project plan, a project report, a presentation, an award, a photograph or video, etc
- Note: not all activities have a supporting document/file.

5. Submit the Activity





Click the **Add Activity** button and your entry is displayed with its unique number and stored in your Log. If necessary, you can edit the activity (click **Edit Entry**)

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Current Activity Log			
Activity	Description of Activity (Do)	Learnings (Reflect)	Future Actions (Act)
#1	Attended a course on policy deployment	Appreciated the underlying philosophy and how it can help foster engagement. Realised the importance of have a strategic linkage to improvement activities	Develop a plan to get the whole team to understand what policy deployment is and the benefits it can bring
	Date: 06/09/2020 - 13/09/2020	A3 Plan Activity: L1: Learning	
			 Edit Entry

You can add another entry by clicking the **New Entry** blue box.

You can view all your activities by clicking the Activity Log in your profile menu, with activities arranged with most recent at the top. You can edit an entry to update it - for example, you may have another insight to add or a new follow up action to consider:

Activity Log			
List learning, practice and communication activities that contribute towards achieving you development goals. Click on New Entry to add an activity.			
New Entry			
Current Activity Log			
Activity	Description of Activity (Do)	Learnings (Reflect)	Future Actions (Act)
#5	Watched the Appreciative Inquiry online video series	Picked up a much deeper understanding of how to use in in improvement activities.	Brief the team on its use
	Date: 02/08/2020 - 28/08/2020	A3 Plan Activity: L2: Learning	
			 Edit Entry
#4	Attended the Foundations of Appreciative Inquiry course	The strengths based approach makes a lot of sense and is inherently more positive than Leans' deficit based approach	Add some AI tools to the group's CI toolbox - use in the Claims office, where there is a lot of negativity
	Date: 14/06/2020 - 17/06/2020	A3 Plan Activity: L2: Learning	
			 Edit Entry
#3	Read the book The Principles of NLP	I can see how it uses perceptual, behavioural, and communication techniques to make it easier for people to change their thoughts and actions. But is solid science behind it?	Consider using it as a method of personal development through promoting skills, such as self-reflection, confidence, and communication
	Date: 02/02/2020 - 25/02/2020	A3 Plan Activity: L1: Learning	
			 Edit Entry
#2	Co-delivered a policy deployment exercise in the northern region	Important to have a through pre-session briefing of those involved. Check they understand the theory	Write the policy deployment handbook
	Date: 06/04/2020 - 08/04/2020	A3 Plan Activity: P1: Practicing	
			 Edit Entry

6. Reminder message

The LCS CPD system sends you a reminder message if you have not added any activities for **28 days** after your A3 plan was approved.

You also receive a reminder message one month before your plan expires, which should be a cue for you to complete it.