Learning Log

# Guidance Notes

A learning log is a tool that enables you to record and reflect upon each development activity that you undertake to achieve the development objectives you have identified in your Personal Development Plan (PDP).

Learning logs should be completed as soon as possible after undertaking each learning activity so that you can capture all the key learning points from the activity whilst they are still fresh in your mind. Completing a learning log after each learning activity can really help you reflect on what you actually learned and assess that against what you had hoped to learn from the activity. In undertaking this process you can identify if there are any further gaps in your learning that you need to address. During the process you can also think about what how your learning can be applied to your working practices.

When we undertake any kind of learning activity, unless we record it somewhere, we can forget about it. Keeping a detailed learning log can be a really useful mechanism for keeping track of your learning and reminding you of aspects of your learning that you may have forgotten about but which could be useful to you in the future.

Learning Log

# Template

| **Date of event** | **What was the development activity?** | **What was I expecting to learn?** | **What have I learned?** | **How will I apply this learning?** |
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