

Example of a reflective CPD record

Below is an example of the level of reflective detail that should be covered for each individual CPD activity, and you need to comment on each of the questions in bold.

Date	What CPD activity have you completed?	Learning Category (Professional Activity/ Self-Directed Learning, Formal/ Educational, Work-Based Learning/ Informal Learning)	Why did you choose this activity?	What did you learn as a result of this activity?	How did you and others benefit from carrying out this activity?	As a result of this activity, what are your next developmental steps?
Monthly	Reading Physics World.	Self-directed/ informal	I enjoy reading PW, plus it helps me to stay up to date with developments in all fields of physics not just my specialism.	There are new, exciting, developments in other areas of physics.	I am better informed and can share my knowledge with others, helping them to become aware of developments.	Keep reading PW and discuss interesting findings with friends and ex-colleagues.
Feb 2022	I have completed a short course on the IOP's Career Development Hub on giving and receiving feedback.	Self-directed/ informal	As someone who is responsible for providing feedback to others, I want to ensure my feedback is supportive and is received in a positive manner.	It was a reminder of the importance of striking a balance between positive feedback and areas for improvement.	This has helped me to reflect on how I do this. and allowed me to consider my approach when providing feedback. Those to whom I provide feedback will also benefit from my improvements.	I will reflect on responses received and will apply the top tips mentioned in the course.
Ongoing	Serving on a Group committee.	Professional activity	To continue providing my expertise in an area of physics that I am passionate about.	Being involved in discussions over possible events has allowed me to improve my knowledge of recent developments.	It gives me an opportunity to give back to the community. The Group members will benefit from my support and contribution.	Continue to keep my eyes open for information that will be relevant for the group.

May 2022	Attended a course on neurodiversity	Informal training/self-directed	I attended this course because I have a keen interest in this area.	Employees are more supportive towards their neurodiverse colleagues, and people are more open about their diagnoses.	I have a greater understanding of neurodiversity which will benefit me when interacting with others.	I will put this into practise in future meetings and events.
Ongoing	Voluntary position – Chair of the Lunchtime Club	Other	This role is important so that local residents have a place where they can meet for wide-ranging discussions and social interaction.	It is important to listen to residents' desires and understand what is within the capabilities of our volunteering committee.	I've made several friends and I am good at ensuring that we deliver activities that are engaging. Others have benefited from my experience in leading and negotiating.	Continue in this role.
Sep 2022	Attended an online webinar on 'Empowering through Coaching'	Informal/self-directed	I thought it would be useful to employ coaching techniques on a volunteer that I am training at present.	On this occasion, nothing new.	Confirmation that my techniques are still valid. I shared my experience in coaching with attendees and this was well received.	No further action.