



## Continuing Professional Development Record

Name: ..... Setting: .....

Covering the period from: ..... To: .....

*This record sheet is for your guidance only – you may present your development plan in any other format*

Key Dates	What did you do?	Why?	What did you learn from this?	How have/will you use this? Any further action?
February 12 <sup>th</sup>	I attended a Food Hygiene Course	I have not previously been involved in preparing snack/meals for children, but recognised that if I was going to be working in the breakfast club I would require this knowledge.	The appropriate technique for food preparation and handling. The implications of poor practice.	It is my intention to implement the appropriate methods when preparing food.
March 20 <sup>th</sup>	Became a mentor for a new member of staff	To increase my awareness , skills and understanding of being a mentor	The importance of communication and developing a relationship which is open and trusting. Just letting the new member know you are available Should they want to talk about any issue no mater how big or small	I enjoyed the experience and it demonstrates how crucial making time to support your staff is. I have an idea for using the same principles with other staff. I would like to undertake a course on team leading/mentoring