

APPENDIX 1C

Sample Format of the CPD PRESENTER'S REFLECTION NOTES

CPD ACTIVITY PRESENTER'S REFLECTION NOTES

CPD Providers are required to consider how their programmes/activities may impact on the participants' practice in their professional environment. Reflection should occur as soon as possible following the event in order to be meaningful.

The SACPCMP requires that this form be submitted as part of the *CPD Activity Evaluation Feedback Package* to SACPCMP within 10 working days of the CPD activity. This copy must also be kept by the organiser for a period of 3 years after the activity, for audit purposes.

Please Note:

Each box should be completed and one word answers should be avoided.

1.0 State the date, title and brief description of activity in 60 words

<p>Date: ----- Title: ----- Description of Activity: ----- ----- -----</p>
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2.0 What was the learning need or objective that needed to be addressed (in 100 words)?

<ul style="list-style-type: none">e.g, the course/programme/activity was developed for the purpose of educating Construction Managers on the use of project management tools
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3.0 What was the outcome of the activity (in 150 words)?

<p>e.g explain how the activity has contributed to the development of the participant's knowledge, skills or attitudes and how will the participants' current practice has changed as a consequence of their learning from this activity.</p>

4.0 Further learning needs (in 150 words)

<ul style="list-style-type: none">Outline any further learning or participants' development needs highlighted by the activity and explain how you intend to address them in future
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