

Staff Development Application Form and Record

Section Two - Post-development Evaluation *(to be completed after the activity has taken place, between 1-3 months after event)*

| | | |
|--|---|--------------|
| Personal Details | Name | |
| Job Title | | |
| Department/School | Site/Bldg | |
| Contact Details | Phone | Email |
| Activity | Title of activity as given in Section 1 – Application Form and Record | |
| | | |
| Did the activity meet your identified development objectives? | <i>(delete as appropriate)</i> Exceeded/ Fully / Partially / Not at all | |
| Please give details | | |
| | | |
| How have you applied what you have learnt? – give specific examples | | |
| | | |
| What impact/benefit has the development activity had on: | | |
| a.) <i>Your own skills, knowledge and professional capacity</i> b.) <i>The team that you work in</i> c.) <i>The departments objectives</i> | | |
| What additional support or opportunities (if any) do you need from your line manager/others to help you to further implement what you have learned? | | |
| | | |
| Date of learning review discussion with Line Manager: | | |

It is best practice to keep a log of this and other reflections in a CPD (continuing professional development) portfolio. For more information about this, go to:
<http://www.mmu.ac.uk/humanresources/devandtrain/cpd/>