In addition to listing and describing your continuing professional development, it is important that you have reflected on your learning and its application to your professional practice. This template may be useful in organising how you write up your reflection on these activities.

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| **Name of Activity:** |  |
| **Date:** |  | **Location:** |  |
| **Your Objectives: (your personal reasons for attending this activity and what you hope to gain from it)** |
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| **Length of the session (duration):** |  |
| **What Did I Learn?** |
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| **The practice changes I have recommended / The information I have shared: (The learning outcomes that you feel you achieved from this activity. Describe how this learning has been incorporated into your practice, the strategies you have used to bring about change or disseminate this information and the benefits your have seen in your practice).** |
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| **Name:** |  | **Signature:** |  |
|  |  | **Date:** |  |
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