

Continuing Professional Development Record

Name	CH	Covering period	January 2015 – January 2016	Registration number	xxxxx
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Reflection & Planning

What do you need to learn? <i>(Think about new knowledge, skills etc. that will improve your practice or prepare you for a future role.)</i>	How is the learning relevant to your practice? <i>(Explain how you have identified the learning and how it is relevant to your practice.)</i>	What might you do in order to achieve this learning <i>(Consider different learning methods eg workshops, online CPD module, reading etc.)</i>	What will your success criteria be? <i>(Consider how the CPD activity will benefit your practice or professional development.)</i>	Target dates for review and completion <i>(Try to estimate a date – it may be just an approximation.)</i>
1. Learn more about Mindfulness and how to use it with clients	Members in my group supervision have highlighted it as a good tool with some clients	Look for a one day workshop	Being able to implement it with clients	Jan/Feb 2015
2. Update my knowledge about making notes and record keeping	I read an article in Therapy Today and need to know more. In my agency there are no guidelines.	Online module?	Being more organised and confident that I'm working ethically	Fairly urgent so will try to undertake training as soon as possible
3. I would like to learn some useful ways to take care of self and have a better work – life balance	I got very tired the year after I finished my course and it affected my motivation	Find a support group with peers or attend to my own self-care by keeping fit	To have a better work – life balance	This is ongoing
4. I would like to learn more about working with cancer patients	In a few years' time I want to work in a service supporting cancer sufferers	Find a course for counselling cancer patients	Completing a course and getting a job within this setting	Hope to find a course in spring 2016
5. Learn more about confidentiality and how to maintain boundaries	I do have quite a few questions in my mind about this subject	Reading, followed by a workshop?	Knowing more about confidentiality and how it impacts my practice	Will start reading about the subject by end of 2015

Action & Evaluation

When did you complete the learning activity?	What did you do? (Try to be as specific as possible – e.g. if you read a research paper please give a reference.)	What have you learnt? (Describe what you have gained as a result of your learning. This may be different to what you set out to learn.)	How do you intend to apply this to your practice and what will be the benefits?	Do you have any further action for your next CPD cycle?
1. In progress	I am currently attending Mindfulness evening classes, weekly for six weeks	It is helping me with my work-life balance. Have not yet used it with clients	Will try it with clients when appropriate	Keep practising Mindfulness
2. Completed in November 2015	Went to BACP Professional Development Day on Making Notes and records	I learned lots, especially what not to write in my notes.	I feel more confident. I know what to do if a client asks to see their notes	I will keep my knowledge up-to-date and if I feel unsure about notes and records will undertake further training
3.Ongoing	I have not been able to find a peer support group yet but I have been keeping fit (gym) and have been setting time aside to spend time with friends and family	I have learned about the importance of self-care and have felt the benefits of exercising regularly	I feel that this has enabled me to be more present with clients and I hope this will benefit the work with them	Try to find a support group in 2016
4.Not yet completed	I'm still looking for a course	I realise that I need much more experience in all areas before specialising. I'm reading a lot round counselling in health settings	Not applicable at moment but I will continue reading in this area and hope to pursue a course in the future	Not at the moment. Will review the situation when I have more overall experience

5.Completed online module in December 2015	I read the 'Breaches in Confidentiality' document on the BACP website	I now have a much better understanding of the ethical & legal boundaries relating to confidentiality.	I am much more confident about my understanding of the boundaries and this will help me to develop my own best practice in managing client confidentiality.	Continue to read round the subject and look for short course.
6. February 2015 (This was not a planned activity)	Attended BACP 'Making Connections' event	Had opportunity to network and make contacts. Also I found the presentations very thought-provoking and was particularly interested to listen ideas about how the counselling profession might develop in the future	I have met counsellors in similar situation to me with whom I can share ideas and discuss issues. I feel this makes me a more rounded practitioner	Yes, I hope to attend a 'Making Connections' conference again in the future