

CPD LOG TEMPLATE

The log template is designed to document, track and record the CPD activities progress. Utilise this template to systematically document your CPD activities, including key details, reflections, and evidence. Ensure all entries align with your professional goals. Update the log regularly to maintain a comprehensive and accurate record.

Sr no.	Title	Duration (Start date and End date)	Description (Type of CPD activity, Mode of learning, and where does it take place)	Provided by (What organisation or person provided this training)	Why choose this activity? (Specific goal or reason to choose this activity)	Reflection (what you have learned and how does it impact you)	Evidence (keep the recorded details, any supporting evidence [brochures, learning materials etc.] and the certificates earned.)	Credits earned
1.	HR Analytics	2 December 2024 to 4 December 2024	Workshop focused on leveraging analytics tools to enhance human resource decision-making. Conducted online. It was a 3-day online workshop divided into 2 sessions of 1 hour each day	ABC (name of training provider) Analytics Training Institute	To enhance understanding of HR data analytics and improve data-driven decision-making capabilities.	Learned the importance of visualising HR data to predict workforce trends and improve hiring processes. The skills acquired will be applied to ongoing HR projects in my organisation.	✓	6 CPD credits

ENDORSED