



## DVP assessment activity 3 template

CPD record

<b>Name:</b>	<b>CIPD Membership Number:</b>	<b>Covering period</b> <b>From:</b> 1-4-2019 <b>To:</b> 9-4-2019
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Key dates	What did you do?	Why?	What did you learn from this?	How have/will you use this? Any further actions?
1-4-2019	I will attend leadership seminar	This seminar will help to understand the direction towards the development of leadership skills.	I have learned the importance of leadership skills. It is important to become a transformative leader to manage the team effectively.	I will use this to manage my team.
8-4-2019	Training for communication skills	This training helps to gain knowledge regarding the development of effective communication skills.	I have learned the role of feedback and effective medium in order to communicate effectively.	I will use effective communication skills to communicate organizational goals to team members. I will take further action of continuous improvement for developing effective communication skills.
9-4-2019	E-learning class for team building	To understand the importance of team building and effective strategies.	I have learned the role of team building towards organizational performance. The role of manager	I will use this to perform my roles and responsibilities as HR Manager.

			towards team building which helps to drive high team performance	
10-4-2019	Self-assessment test for team building	It helps to assess my skills of team building by conducting online test related to team building.	I have learned that I need to enhance my team building skills as I got 7 out of 10 in self-assessment test.	I will use this team building skills for managing the team members. I will further develop my skill with innovative ideas.
22-4-2019	E-learning class on training and development skills	To develop training and development skills	I have learned how to determine the need of training so that the effective training program can be developed.	I will use this lesson while conducting training and development sessions.
21-4-2019	E-learning classes for leadership skills	To enhance my leadership skills	I have learned the role of leaders at organizational change	I will apply this knowledge while implementing any change in the organization.
25-4-2019	E-learning classes for decision making skills	To develop analytical skills for making effective organizational decisions	I have learned to consider different parameters for developing effective decisions.	I will use this knowledge at the time of decision making. It will further improve this by using practical knowledge