**Self-Directed Learning Record Template**

Increasingly we are engaged in learning that is opportunistic. With a wealth of online material available to us, we are able to guide our own learning in a way that would not have been imagined even five years ago.

Self-directed learning has the advantage that, subject to the availability of material, we are able to learn at our own pace and at a time that we find convenient. However as self-directed learners we don’t always make time to record and reflect on what we have learnt.

The purpose of this self-directed learning record template is to assist you to:

* identify your ongoing learning and development needs,
* identify learning goals prior to attending training,
* reflect on training attended and how you might apply what you have learnt to enhance your practice,
* encourage you to develop a community of practice to share your learning and
* keep records of training attended and how it met your learning and development needs.

Complete and retain a copy of this form as a record of the learning and development activities you have undertaken.

While some of this learning will involve formal attendance at a workshop or online webinar, it could also involve reflection on an interesting article, podcast or other learning opportunity related to your workplace context and/or professional development.

This template is generic in nature to ensure it remains relevant to a wide variety of self-directed learning opportunities.

You might want to consider making a diary note to revisit each record you make to enable further reflection on your learning and development needs. You might find this is useful at quarterly intervals.

**Self-Directed Learning Record Template**

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| **Your name:** |  |
| **Date:** |  |

**Learning opportunity**

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| --- | --- |
| **Title** |  |
| **Duration** |  |
| **Format** |  |
| **Presenter** |  |
| **Learning objectives** |  |

**Identify three ways the learning objectives complement your development goals.**

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| **1.** |  |
| **2.** |  |
| **3.** |  |

**Reflection exercise**

What did you learn about the topic? What new insights did you gain about this area?

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List up to three ways you might apply this learning to your own practice.

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List any outstanding questions you may still have and identify the steps you will take to seek to answer them.

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How might you be able to share this new knowledge within your work context and/or within a community of practice?

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Date to review this record

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