

## Pension Board member Learning log: Step 2- Recording and reflecting the learning

Record the learning	Reflect on the learning Event review		
<p><b>What did I do?</b>            Course/event/activity            Date, location and provider            Learning objectives            Content summary/programme            Any qualification/mark achieved</p>	<p><b>How did it go?</b>            What happened?            Have I learnt what hoped to learn from my training?</p>	<p><b>How have my knowledge, skills and mindsets been improved?</b>            What have I actually gained from this event?            What do I know at the end of this event that I didn't know at the beginning?            How have I benefited from the experience?</p>	<p><b>How will I be able to bring what I have learned into my work as a Pension Board member?</b>            How will the board benefit?            Any feedback received?</p>

<b>Reflect on the learning</b> Periodic review			
<b>Review</b> Have I achieved my development plan for this period? Have I completed the training I identified?	<b>The positives</b> What type of development has delivered the greatest benefit? What and why was this?	<b>The negatives</b> What type of development has delivered the least benefit? What went wrong? How can I ensure this does not happen next time?	<b>Next steps</b> What development needs do I still feel I have? What are my priorities and deadlines for future development? What should I look to include in my next development planning cycle?