



PROFESSIONAL DEVELOPMENT

SECTION 4

Include items in this section that evidence your intentional and reflective professional development activities. Note that it is mandatory to complete the Professional Development Plan from the Self-Assessment Tool. However, you may choose to locate it with your Self-Assessment Tool rather than in this section. Other suggested contents are optional.

- Professional Development Plan (from Self-Assessment Tool)
- Long-term goal setting
- Learning logs
- Reflective journal
- Course certificates, curricula, pamphlets, outlines
- Plans to obtain supervision, support or mentoring as needed
- Other

Learning Log (Optional)

You've reflected on your practice using the Self-Assessment Tool, thought about professional issues and legislation when completing PREP Modules, and listened to feedback from clients, peers and others in your work environment. You have developed your Professional Learning Plan and are implementing it. You are learning from these intentional activities and also through everyday work experiences with colleagues and clients.

It is important to **recognize** and **capture** your ongoing learning. Recording learning helps you to reflect on and actively integrate experiences into meaningful patterns. Competent practitioners learn intuitively from experience but recording brings learning to a more conscious level. It also provides a systematic way to communicate your learning to others. As you complete the Self-Assessment Tool and Professional Development Plan on a yearly basis, you can review learning records to summarize changes in practice that have occurred, and to intentionally shape new learning directions. Taking time to record your learning on a regular basis will consolidate your learning and prompt appropriate changes in practice or learning directions. This process will feel easy and natural to those who prefer a reflective style. For others, it will encourage development of reflective thinking skills.

PROFESSIONAL DEVELOPMENT

The Learning Log is one **optional** format to record your learning activities. Make copies of the learning log as needed. Space is limited, so use point form and think about the specific learning that you want to capture. If you wish to keep related items (a copy of a new assessment, an abstract of a paper etc.), you could reference them here and include them at the end of this section of your portfolio. Remember to record both formal and informal learning experiences.

How to Use the Learning Log

Date

Record the date of learning activities or experiences.

Learning Experience

Record any important details of the experience. For example, record the title, author, and publisher for written material; speaker's name and organization for verbal presentations; website addresses etc. for future reference.

Related to Professional Development Plan?

Indicate with a checkmark if this learning experience relates to your Professional Development Plan. Not all experiences will be related. However, if none are, then perhaps your Professional Development Plan needs revision or you need to pursue different experiences.

What I Learned

Summarize what you learned.

Impact on Practice

Relate your learning to your practice. Record decisions to maintain current practice, plans to change practice, or seek more information.

Sample Learning Experiences

- PREP Modules
- Reading (book, journal article, etc.)
- Work with clients
- Planning a conference
- Committee work
- Interacting with a colleague
- Preparing a course or presentation
- Seeking funding
- Developing a proposal
- Surfing the Internet
- Attending a course or workshop
- Other (describe)

Sample Impacts on Practice

- Change in practice (describe briefly)
- Seek more information
- Maintain current practice
- Other (describe)

Here are two examples of how you might use the Learning Log to record learning:

Sample Learning Log

Date January 15, 2000

Learning Experience

Workshop on ADHD, Facility H-. Presenter: R.S. Jones et al.

Related to Professional Development Plan? YES NO

What I Learned

- New info on ADHD medications;
- One or more parents of children with ADHD may also have symptoms of ADHD.

Impact on Practice

- Watch for medication effects & side effects on client X;
- Think about how I evaluate the child's home environment;
- Think about home programming—make sure parents can follow through;
- Can I evaluate the effectiveness of my home programming—formal follow-up with parents?

Sample Learning Log

Date February 3, 2000

Learning Experience

Informal problem-solving with two colleagues.

Related to Professional Development Plan? YES NO

What I Learned

- Some new strategies to improve client's memory skills.

Impact on Practice

- Read the articles suggested by my colleagues;
- Try some of the strategies with client Y to see if they help.

LEARNING LOGS (OPTIONAL)

Learning Log

Date

Learning Experience

Related to Professional Development Plan? YES NO

What I Learned

Impact on Practice

Learning Log

Date

Learning Experience

Related to Professional Development Plan? YES NO

What I Learned

Impact on Practice

*Keep your learning logs in Section 4. Professional Development.
For additional copies, please photocopy this page.*