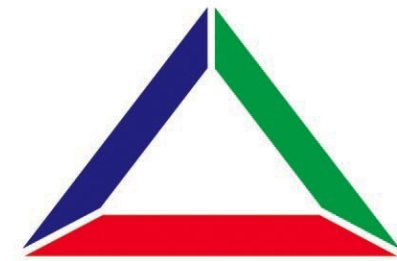




Trio Childcare Connections
Unit 4
Coped Hall Business Park
Wootton Bassett
Wilts
SN4 8DP

Trio Childcare Connections

Enabling Quality



Childcare

Childcarers Development Record

Date from..... Date to.....

Personal Training Record

This training record is for you to record all training and development activities you become involved in through the course of your job.

Notes on the back page help you to use this training record effectively.

Name	
Address	
Post Code	
Telephone number	
Job Title	

Useful Contact numbers

Guidance on using your Training Record

By using this training record it helps learning to become a more deliberate and conscientious process. It also provides a unique and valuable insight into your own personal learning style as well as giving you a place to record and evaluate your training.

How to get the most out of your training record.

As a personal record it is for you to complete in your own style, however the following suggestions may be helpful in getting you started.

- ▲ Be flexible, write as little or as much as you like.
- ▲ Avoid getting overwhelmed, be selective, do not try to record in too much detail
- ▲ The date could be over several weeks or months
- ▲ Try to complete the record as soon as you can after the event has taken place.
- ▲ What are you going to do differently as a result of the training, how will your job performance improve, are there any tangible outcomes?

Dates		Length of learning	
Description of learning attended			
Learning provider			
Outline what you learnt			
What are you going to do as a result ?			
What further training will you consider as a result of this learning and when?			
Other comments			

Dates		Length of learning	
Description of learning undertaken			
Learning provider			
Outline what you learnt			
What are you going to do as a result ?			
What further training will you consider as a result of this learning and when?			
Other comments			

Dates		Length of learning	
Description of learning undertaken			
Learning provider			
Outline what you learnt			
What are you going to do as a result ?			
What further training will you consider as a result of this learning and when?			
Other comments			

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Learning provider			
Outline what you learnt			
What are you going to do as a result ?			
What further training will you consider as a result of this learning and when?			
Other comments			

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Description of learning attended			
Learning provider			
Outline what you learnt			
What are you going to do as a result ?			
What further training will you consider as a result of this learning and when?			
Other comments			

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