

NAME:	ORGANISATION:	COUNTY:	12 MONTH PERIOD TO: DEC 2008 SLCC MEMBERSHIP NO (if any):			
What do I want to achieve/learn?	Activity	Resources/support required?	Success Criteria?	Target date for completion	CPD Points Value	Date Completed
<b>TRAINING &amp; DEVELOPMENT EVENTS and QUALIFICATIONS – Mandatory</b>						
Enhance my time management	<b>Attend training (1/2 day)</b>	Following CTP course, purchase textbook	Work less overtime!	FEB 2008	<b>2</b>	FEB 2008
Provide quality guidance when councillors seek advice	<b>Attend presentation –</b> XYZ District Council	Attend annual meeting with Monitoring Officer at District on Code of Conduct (90 minutes?)	Wider knowledge on new Code	MAY 2008	<b>1</b>	JUN 2008
Broaden knowledge of planning system, to support Councillors	<b>Attend presentation –</b> XYZ District Council	Attend one of the District seminars (one hour)	Quality of planning decisions – longer term	NOV 2008	<b>1</b>	OCT 2008
<b>WORK-RELATED ACTIVITIES – Mandatory</b>						
Receive funding during 2008 for equipment, top of last year's questionnaire to electors	<b>Project management –</b> complete funding application to provide covered meeting area for teenagers	Time to prepare professionally, after networking with a colleague who recently submitted a successful bid	Receipt of funds!	APRIL 2008	<b>3</b>	SEP 2008
<b>READING</b>						
Technical updating	<b>Read</b> sector journal 'The Clerk' (SLCC)	Quiet times, either in office or at home, to read all about current issues in depth	Keeping my knowledge up-to-date	DEC 2008	<b>2</b>	DEC 2008
<b>SUPPORTING OTHERS</b>						
Closer networking, wider contacts, further knowledge	<b>Networking –</b> Participate in Branch Meetings (SLCC)	Make time to attend quarterly meetings	Attend at least 3 meetings, extend contacts	DEC 2008	<b>2</b>	DEC 2008
Learn from others, possibly even help a few online	<b>Networking –</b> Be a regular egroup member (National)	Spend a few minutes every day	Participate fully	DEC 2008	<b>1</b>	DEC 2008
<b>Total CPD POINTS accumulated during current year – minimum value of 12 CPD points required</b>					<b>12</b>	
<p><b>NEED HELP? – Please see guidance notes – there are 'dropdown' boxes in column 2, otherwise narrative is required in all columns.</b>  <b>When you enter the date in the 'Date Completed' box on your Plan, the 'Date Completed', 'Activity' and 'CPD Points value' are all transferred to your Record</b>  <b>All the best with your planning!</b></p>						