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| --- | --- |
| Employee Name: |  |
| CPD Title: |  |
| CPD Date/s: |  |
| CPD Location: |  |
| Cost of CPD: |  |
| Date for Early Bird Rates: |  |
| Additional Costs:  (see below for breakdown) | e.g. airfares, accommodation, meals, travel, etc. |
| Can points be used? |  |

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| cpd objectives / outcomes |
| * List the objectives outlined by the training provider |
| Personal benefits from Cpd |
| * Describe how you will personally benefit from attending the CPD e.g. improved skill, knowledge, motivation, morale, confidence |
| anticipated benefits to our workplace |
| * Describe how your workplace will benefit from the new skills / knowledge you will be learning |
| How the skill / knowledge will be shared |
| * Describe how you will share the new skills / knowledge gained from the training with the rest of the team |
| additional information |
|  |

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| cpd – ADDITIONAL COSTS BREAKDOWN | | |
| Airfares: |  | $ |
| Accommodation: |  | $ |
| Car Hire: |  | $ |
| Meals: |  | $ |
| Other: |  | $ |
| TOTAL: | |  |

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| CPD EVALUATION |
| Once CPD event has concluded, add in your evaluation of the event. e.g. did it deliver the stated objectives? Was the content of value to you and your workplace? Would you recommend this event to others in your team? Would you recommend other events from this training provider? |