

Keeping a record of what you have learned and how you have put this learning into practice can help you make the most of your experiences. Think about the following steps before filling in the learning log below. Further guidance about reflecting on leadership can be [found here](#).

## Experience

What experience/activity are you reflecting on? For example:

- An occasion where you took the lead - or when you found it hard to take the lead
- A time when you were able to motivate or inspire others to take action or think differently
- A way in which you have used your creativity to make a difference
- An article you have read on Step into Leadership

## Reflect & Learn

What happened? What did you learn? What knowledge did you use?

- Reflect on what happened. Stand back and re-evaluate the experience. Think about your actions, feelings, use of knowledge and experience, skills and values. This could also be thought of as the 'why' and 'how' underlying your reflections
- Note the knowledge that you drew on to reflect on your experience (this may include past experience as well as resources from Step into Leadership, books, articles, websites)
- What have you learned? It may be helpful to test out your new ideas and learning within a mentoring or supervision discussion, an action learning set or team discussion

## Act

How will you put your learning into practice? Would you do anything differently next time?

- Think about how you have used your new learning to inform how you will demonstrate leadership in the future. Your actions may relate to one or more of the Leadership Capabilities
- What might you do differently next time (eg finding different ways to achieve your vision)?
- How will you put new skills in leadership into practice in other situations (eg motivating others)?

## Link

Making links to the Leadership Capabilities; National Occupational Standards; Continuous Learning Framework

- Which Leadership Capabilities have you demonstrated in this learning?
- Which National Occupational Standards have you demonstrated in this learning?
- Can you use this reflection as evidence towards a qualification?
- Can you use this reflection in your PRTL Record of Achievement?

## Learning Log - Entry 1

<p><b>Experience</b> What activity / experience are you reflecting on?</p>	
<p><b>Reflect &amp; Learn</b> What happened? What did you learn? What knowledge did you draw on? (this could be previous experience or learning from articles, journals or colleagues)</p>	
<p><b>Act</b> How will you put your learning into practice? Would you do anything differently next time?</p>	
<p><b>Link</b> Which Leadership Capabilities have you demonstrated? Make links to National Occupational Standards; Continuous Learning Framework; SVQ work; Post Registration Training &amp; Learning; Recognition of Prior Learning</p>	

## Learning Log - Entry 2

<p><b>Experience</b> What activity / experience are you reflecting on?</p>	
<p><b>Reflect &amp; Learn</b> What happened? What did you learn? What knowledge did you draw on? (this could be previous experience or learning from articles, journals or colleagues)</p>	
<p><b>Act</b> How will you put your learning into practice? Would you do anything differently next time?</p>	
<p><b>Link</b> Which Leadership Capabilities have you demonstrated? Make links to National Occupational Standards; Continuous Learning Framework; SVQ work; Post Registration Training &amp; Learning; Recognition of Prior Learning</p>	

## Learning Log - Entry 3

<p><b>Experience</b> What activity / experience are you reflecting on?</p>	
<p><b>Reflect &amp; Learn</b> What happened? What did you learn? What knowledge did you draw on? (this could be previous experience or learning from articles, journals or colleagues)</p>	
<p><b>Act</b> How will you put your learning into practice? Would you do anything differently next time?</p>	
<p><b>Link</b> Which Leadership Capabilities have you demonstrated? Make links to National Occupational Standards; Continuous Learning Framework; SVQ work; Post Registration Training &amp; Learning; Recognition of Prior Learning</p>	

## Learning Log - Entry 4

<p><b>Experience</b> What activity / experience are you reflecting on?</p>	
<p><b>Reflect &amp; Learn</b> What happened? What did you learn? What knowledge did you draw on? (this could be previous experience or learning from articles, journals or colleagues)</p>	
<p><b>Act</b> How will you put your learning into practice? Would you do anything differently next time?</p>	
<p><b>Link</b> Which Leadership Capabilities have you demonstrated? Make links to National Occupational Standards; Continuous Learning Framework; SVQ work; Post Registration Training &amp; Learning; Recognition of Prior Learning</p>	

## Learning Log - Entry 5

<p><b>Experience</b> What activity / experience are you reflecting on?</p>	
<p><b>Reflect &amp; Learn</b> What happened? What did you learn? What knowledge did you draw on? (this could be previous experience or learning from articles, journals or colleagues)</p>	
<p><b>Act</b> How will you put your learning into practice? Would you do anything differently next time?</p>	
<p><b>Link</b> Which Leadership Capabilities have you demonstrated? Make links to National Occupational Standards; Continuous Learning Framework; SVQ work; Post Registration Training &amp; Learning; Recognition of Prior Learning</p>	