**Weekly Learning Diary**

**Please note that both layouts are fine to use. They work better when you have an area of the module you are focusing on e.g. delegation, communication, mentoring, team building, leadership. You need to show linkages with other document, for example the PDP, skills audit, SWOT and the reflective statement. You also need to use a range of references, as this is expected in level 6 work.**

**Example**

**Week 1 : Communication, mentoring and team working skills**

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| What went well? |
| I developed my communication, mentoring and team working skills by sharing information with a colleague. I instigated and ran a training session to discuss and demonstrate a lengthy administrative process. I then accompanied and supported my colleague at a meeting which was successful and the required information was collated correctly. |

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| What didn’t go so well and why? |
| Due to the complexity of the process my colleague had difficulty understanding the instructions. This may be due to her learning style which was not suited to the session. The lack of understanding meant that the session lasted considerably longer than I had planned. |

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| What will be done differently in the future? |
| My learning style has been identified as ‘CE/AE - Accommodator’ (Kolb, 1976) (Appendix 2). VARK criteria indicators suggest learning through notes and written materials; ‘read/write’ is most relevant to me (Fleming, 1987). In future, I would prepare written instructions including diagrams to support the demonstration to address learning preferences. I would also allow more time for my colleague to repeat the process herself with my support. I would also obtain informal feedback from colleagues as to which process they found most useful so I could tailor any future sessions to their learning style. |

Example 2 – Team styles and leadership – would be better on a landscape orientation

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| Week Number | What went well? | What didn’t go so well and why? | What will be done differently in the future? |
| 1 | In preparation for an event I undertook research into team styles and leadership. I researched Belbin’s (1988) team styles and the importance of different characteristics within a team. I discovered that my style was closely linked to the ‘Team Worker’ category. I also undertook research into leadership styles. The style I most identified with was the ‘transformational leader’ (Bass, 1985). The attributes of this leadership style that appealed to me in particular were providing both support and recognition to teams. From my experiences I also recognise how important understanding strengths and communication is for this type of leadership style. Further research into 11 leadership styles led me to the ‘Managerial Grid’ (Blake & Mouton, 1964). I read how different leadership styles can effect both morale and production of teams. From my research I evaluated that the most appropriate and suitable style for me would be that of ‘Team Management’. | Research into my team style suggests that I could be indecisive. My research also suggested the importance of listening skills to collate information to aid decision making in leaders (Adair, 2011). As a result I have added decision making activities to my PDP for further development. | I will consider the importance of team styles in future and how different strengths are important. As part of my research into effective leadership I viewed a presentation within the ilearn Career Portal. I found the topic of personal branding fascinating (Grout, 2015) whereby the how social media can negatively affect how people are perceived. The importance of building relationships and networking has been attributed to be an essential skill of effective leaders (Goleman, 2004). As a result an objective has been added to my PDP for me to create an up to date Linkedin page. I will also review postings on my Facebook page to ensure that no images or comments that could be detrimental to my image are posted |
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Personal Development Plans

http://www.aua.ac.uk/LGM/PDPtemplate.pdf

www.iienet.org/uploadedFiles/IIE/Technical\_Resources/.../20-pres.pdf

http://www.docstoc.com/docs/26450107/PERSONAL-DEVELOPMENT-PLAN-(PDP)

http://ucsfhr.ucsf.edu/files/devplan\_template.pdf

Reflective Diary

http://www.businessballs.com/freepdfmaterials/reflective\_diary\_templates\_sdmac.pdf