

<b>Staff Name</b>			
<b>Date</b>		<b>Duration</b>	
<b>Source of Information</b>			
<b>Subject/Title</b>			

**Key learning outcomes**

**How I will use this information**

**Are you able to pass this information on to other staff?**

Yes       No

Information passed on to (staff names):

Date information shared:

**Would you recommend this professional development activity to others?**

Yes       No

Information can be found at (eg URL):