

Name: _____

CPD Membership Nr (where applicable): _____

Covering the period from _____ to _____

This record sheet is for your guidance only. Feel free to use whatever format for your CPD that works for you.

Module title and date completed	Module objectives	Think about what you have learned in relation to these objectives. Make notes here.	How have/will you use this going forward? Note key actions points here.
<p>Module 1: 5 ways to improve workplace wellbeing Date completed:</p>	<p>1. Understand what workplace wellbeing means, why it matters and the difference it makes to your bottom line.</p> <p>2. Know 5 quick-win ways to bring workplace wellbeing into your daily routine.</p> <p>3. Be aware of medium to long-term actions for boosting employee wellbeing in the future.</p>	<p>1.</p> <p>2.</p> <p>3.</p>	

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<p>Module 2: Top tips to attract and retain the best people</p> <p>Date completed:</p>	<ol style="list-style-type: none"> 1. Understand how attracting and retaining talent can impact the bottom line. 2. Understand the top 5 things that motivate staff and improve employee wellbeing, and what practical things businesses can do to address these. 3. Feel equipped to put plans in place to attract and retain the best people. 	<ol style="list-style-type: none"> 1. 2. 3. 	

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<p>Module 3: Communicating your wellbeing strategy Date completed:</p>	<ol style="list-style-type: none"> 1. Understand the costs and implications of not effectively communicating your wellbeing strategy to your employees. 2. Know 3 effective ways of clearly communicating your unique wellbeing strategy to employees. 3. Be prepared to have productive conversations with employees about what employee benefits they are entitled to, and why they are important. 	<ol style="list-style-type: none"> 1. 2. 3. 	

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<p>Module 4: 5 ways to improve motivation and trust</p> <p>Date completed:</p>	<ol style="list-style-type: none"> 1. Understand the links between trust and motivation and their impact on business performance. 2. Know the key drivers of trust to achieve optimum productivity in your company. 3. Be able to implement 5 things to help build up a mutual trust between managers and workers. 	<ol style="list-style-type: none"> 1. 2. 3. 	

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<p>Module 5: 10 ways to win over your Finance Director</p> <p>Date completed:</p>	<ol style="list-style-type: none"> 1. Know how to have a conversation with your Finance Director (FD) about workplace wellbeing in a way that resonates with them. 2. Recognise and be able to communicate the impact of employee wellbeing on the bottom line. 3. Be able to untangle the intangibles of employee wellbeing. 	<ol style="list-style-type: none"> 1. 2. 3. 	

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<p>Module 6: Developing an effective wellbeing strategy Date completed:</p>	<ol style="list-style-type: none"> 1. Have a clear understanding of how to go about developing an effective wellbeing strategy, tailored for your organisation. 2. Be able to put an action plan in place to improve workplace wellbeing. 3. Know how to communicate the importance of workplace wellbeing, and the difference it makes to employee productivity, effectiveness and engagement. 	<ol style="list-style-type: none"> 1. 2. 3. 	