**Personal Objectives**

**Course Name**

**Date**

**Location**

**Partner logo**

**(organization contact details)**

**Standby Partnership Training Secretariat**

Coordinator

Email: sbpt@un.org

***Objective 1***

What do I want to learn by the end of the course?

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How will I know that I have learnt it?

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How will I use what I have learnt here back at work?

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***Objective 2***

What do I want to learn by the end of the course?

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How will I know that I have learnt it?

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How will I use what I have learnt here back at work?

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**Learning Log**

Learning logs are a way to enhance learning. They do this by helping you think about what you have learnt and how you can apply it back at work. They are also a record of what you have done that you can refer back to later.

Learning logs also serve other purposes. One is to help you identify gaps in your learning and areas for further improvement. Another is to help you organise your learning, making it easier to revisit at a later date. Learning logs help by enabling you to reflect on the very process of learning, which in turn will help you discover how you best learn.

On the next page is a learning log for this course. It is designed to feed into an action plan at the end of the course and it includes space to note what you thought of individual sessions, so you can use it as a basis for feedback to the trainers.

There may be time built into the course agenda for adding to your learning log, usually first thing in the morning or at the end of the day. Of course, you can fill it in at any time.

Other examples of learning logs:

http://www.bbc.co.uk/keyskills/extra/module5/3.shtml

http://www.campaign-for-learning.org.uk/cfl/assets/documents/Activitiesandworksheets/diary\_law.pdf

All In Diary

www.allindiary.org

**Learning Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Session | What did I think of this session? | What did I learn from this session? | What can I use from this session? | How can I learn more about the topic of this session? |
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**Learning Log**

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| --- | --- | --- | --- | --- |
| Session | What did I think of this session? | What did I learn from this session? | What can I use from this session? | How can I learn more about the topic of this session? |
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**Learning Log**

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| --- | --- | --- | --- | --- |
| Session | What did I think of this session? | What did I learn from this session? | What can I use from this session? | How can I learn more about the topic of this session? |
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**Action Plan**

**Thinking back over the course and your part in it, consider your responses to the following:**

What have I learnt from this course?

What will I do differently as a result?

How will I make the changes, and by when?

What resources (people, equipment, extra skills etc.) will I need to complete the implementation?

What will make it difficult?

How will I overcome these difficulties?

How will I know that the changes have been effective?

**Action Plan**

**Action Plan Implementation Aid**

Complete this sheet for each item included on the action plan:

1. What is the item of learning you intent to implement?

2. By which targets will you measure progress?

3. What barriers might impeded your implementation?

4. How will you avoid or negate these barriers?

5. Time: when do you intend to start implementing the item?

6. Time: by when do you intend to complete the implementation of the item?

**Action Plan**

**Action Plan Implementation Aid**

7. Resources: what resources (people, equipment, extra skills, etc.) will you need to complete the implementation of the item?

8. Benefits: what benefits do you hope will result from your actions (including financials if possible to assess)?

9. Commitment: when will you and your supervisor meet a) to discuss the implementation of your plan and b) to review the progress of this action?

10. Any other comments

**Training Resources**

Keep a note of any useful website, books and other resources

Websites

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Books

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Other Resources

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