CPD@RCOT

Five-minute reflection and action plan - RCOT virtual cafes

Our virtual cafes bring together people who have common interests to connect, network, share and discuss. They provide a space to meet with peers, share good practice, problem-solve challenges and bring innovative ideas to life.

We’ve designed this resource so you can record your attendance at any of our virtual cafes. We’ve included some questions to help you record any significant points that were discussed, prompt you to think about what you might have learnt or want to learn more about, and to record any actions you might want to take. It might be helpful to review your thoughts later with a critical friend or mentor, or to discuss your thoughts in your supervision sessions.

Keeping a record of your attendance, and subsequent reflections, can help you to build a portfolio of evidence of your learning and the application of your learning to your practice. This will help you to show how you are working towards meeting the [CPD standards required by the HCPC](https://www.hcpc-uk.org/cpd/your-cpd/our-standards-for-cpd/).

We recommend that you complete this reflection each time you attend a café. You can also complete a five-minute reflection ‘[Capture your Learning’](https://www.rcot.co.uk/deep-dive-learning) to record your thoughts after any other activities you engage in as part of your action plan (for example a peer discussion, supervision, reading a journal article, attending a webinar).

You can answer in brief or at length. You don’t have to answer every question – it’s up to you. Use the resource however it works best for you!

1. **The virtual café**

|  |  |
| --- | --- |
| Your name | Click or tap here to enter text. |
| Which café did you attend? | Placement Café  Research Café  Support Worker Café  Pre-registration Café for academics |
| Date | Click or tap here to enter text. |
| Short description of the topics discussed | |
| Click or tap here to enter text. | |

1. **Record your thoughts**

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| 2.1. What prompted you to attend today’s virtual café? |
| Click or tap here to enter text. |
| 2.2. What points were discussed that you found interesting and/or relevant to your practice? |
| Click or tap here to enter text. |
| 2.3. Where there any key learning points from this session? |
| Click or tap here to enter text. |
| 2.4. What questions have been raised for you from today’s discussions? Were there any aspects you would like to learn more about or explore further with a mentor or colleague? |
| Click or tap here to enter text. |
| 2.5. In what ways could you actively apply any learning from the café you attended? Could anything you learnt about today potentially benefit the people who use your services, your colleagues and/or learners now, or in the future? |
| Click or tap here to enter text. |
| 2.6. What actions might you need to take to further your learning? |
| Click or tap here to enter text. |

1. **Developing an action plan**

We’ve given some suggestions on turning learning into actions. Set some dates to remind you of your earlier reflections, the progress you have since made and any further reflections you want to record.

|  |  |  |  |
| --- | --- | --- | --- |
| **Suggested goals** | **Actions** | **Date to complete** | **Date to review** |
| Fill the gaps in my knowledge | Click or tap here to enter text. | Click here. | Click here. |
| Overcome barriers to learning/action | Click or tap here to enter text. | Click here. | Click here. |
| Apply my learning in my professional life | Click or tap here to enter text. | Click here. | Click here. |
| Apply my learning to other areas of my life | Click or tap here to enter text. | Click here. | Click here. |
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| **Comments and further reflections** |
| Click or tap here to enter text. |

# Feedback

Your views are important to us. Let us know what you think of this resource by sending your feedback to [prof.dev@rcot.co.uk](mailto:prof.dev@rcot.co.uk) or get in touch on Twitter @CPD\_RCOT.