**People Development**

**Learning and Development Form *Type of training***: *Requirement of role* □ *Identified from PDR or Job Chat* □ *Self development* □

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| --- | --- |
| Name: | Job Role: |
| *Section 1 – Pre activity*Description of learning ordevelopment activity: |  | Activity dates:Start Completion  |
| How will this activity help you in your job role?What do you expect the impact to be on your team and customers? |  |
| Line Manager’s expectations of this activity *(to be completed after learners comments)* |  |
| Staff signature: | Manager signature: | Date: |

|  |  |
| --- | --- |
| *Section 2 – Post activity*How has this activity helped you, your team, your department & customer?What have you implemented or changed since undertaking this activity? |  |
| Staff signature: | Manager signature: | Date: |

*Section 1 – Pre activity to be completed at least 1 week before activity. Section 2 – Post activity to be completed between 3-4 weeks, or as appropriate, following the activity.*