

Sample CPD Plan for a Lawyer in General Practice

Learning Needs & Reason for Them	Proposed Actions	Activities & Details	Date	CPD Hours	Reflections	
					Outcomes / Evaluation / What I Learned / Will Do differently	Further learning needs
Time management – currently poor. I'd like to learn how to prioritise my workload and that of my team.	Enrol in the short course 'Growing Productivity'.	See attached learning objectives and verification form.	1 May 2016	2015–2016 CPD year 4	I identified that taking a systematic and team-based approach for identifying high and low priority work is an effective way of reducing individual workloads.	I will look to implement this kind of approach and draw on the individual strengths of our team to balance workload issues. I will need to research how any impact of this would be measured.
I want to improve my understanding of the law applying bullying in the workplace related to the new Health and Safety Laws.	Attend a workshop or study group on this topic.	Attended a study group session on the Health and Safety updates.	31 June 2016	2	Bullying discussed in health and safety and employment context – possibility that WorkSafe will now pursue employers for bullying. No legal definition of bullying, but see new guidance aligns with Australian legislation. New concept of 'institutional bullying' – norms, culture and practises of organisation. What is not bullying – one offs, reasonable instructions, workplace conflicts, and discrimination/harassment.	Consider when reviewing policies. Upcoming harmful digital communications legislation will need to be reviewed, plus health and safety legislation changes.
I am increasingly appearing in relationship property cases and I need to improve my litigation skills.	Take a suitable course, focusing first on cross examination.	Half day "Toolbox Time workshop, CLE Family Law" cross examination skills. NZLS CLE Ltd	20 Oct 2016	3	Techniques for preparing for cross-examination, better questioning skills. Will ask more closed questions.	Working with expert witnesses.
I needed to mentor two members of staff on how the new e-discovery Rules affect practice – and how to advise clients under the new rules.	I ran two one hour sessions with this focus.	See attached plan of what we discussed, the examples we used and the activities we completed as practise.	1 Feb 2016	2	Feel confident now that they have learned how to run a file under the new Rules. I learned a little of how to unpack and explain examples better as a mentor.	Will do a follow up on the consistency of their work in two weeks.
Write article on recent Trust case law	Research and write article.	1500 word article for LawTalk.	10 March 2016	7	Worked out how two major C of A and Supreme Court cases affect the application of the new trust regime. Will set up new internal processes and check lists for client advice.	Feedback from this article will help hone my skills for the next piece of work.
CPD HOURS REQUIRED				10		
CPD HOURS COMPLETED				18		
CPD HOURS CARRIED FORWARD				5		

NOTE: Documentation verifying participation in the recorded activities has been kept separate