



## Learning Log Guidance

The Learning Log can act as a record of attendance. It also lists what has been covered during the session (to be completed by the Learning Coach in presence of the Learner). The learner should complete or dictate the final column – saying how they felt the session went – what they liked, or didn't like, for example. The Coach can also add comments about what went well or what resources they used worked well or otherwise.

This is not meant to be an arduous task and it is voluntary – but it helps the Coach and learner to see what progress is being made which can boost confidence. It is also useful if for any reason the learner moves to another Coach.

It can also be beneficial for the Management Team to be able to comment on overall progress of learning for funders and to monitor usefulness of resources and identify gaps.