

## Personal Learning Portfolio

### Additional Learning Record Sheet

Item	Description
<i>Name:</i>	
<i>Meeting/course name</i>	
<i>Date</i>	
<i>Location</i>	
<i>Learning outcomes/technical content</i>	
<i>Duration</i>	
<i>Key speakers</i>	
<i>Verification of attendance</i>	
<i>Manager's Name</i>	
<i>Manager's signature</i>	
<i>Date</i>	