

ANNEX I

CPD ACTIVITY TEMPLATE

Name of the activity:

Type of the activity:

Intended audience:

Name of CPD activity coordinator/ director:

AIM(S)

INTENDED LEARNING OUTCOMES

LIST OF CONTENTS, TEACHING METHODS AND TIME TABLE OF THE ACTIVITY

Topic	Date	time /duration	Methods of teaching/learning

PROFESSIONAL INFORMATION ON INSTRUCTORS AND TRAINERS PARTICIPATING IN THE ACTIVITY

Name	Position	Affiliation	Contact email

METHODS OF PARTICIPANTS PROOF OF ATTENDANCE (CHECK ALL THAT APPLIES)

1. Attendance records

Yes

No

2. Electronic register

Yes

No

3. Others (please specify)

METHODS OF CPD ACTIVITY EVALUATION (CHECK ALL THAT APPLIES)

1. Post attendance feedback collection (using IABA form)

2. Post attendance feedback collection using customized paper forms

3. Post attendance feedback collection using customized electronic forms

4. Others (please specify)