

Learning log

The learning log can be used to replace traditional progress/daily notes. This tool encourages employees to write about and learn what they have done, and reflect on what they have learned.

Benefits for the person

- Because people are recording what is working and not working in how they support someone, more of what is working and less of what is not working will happen in the future.
- Information from this can then be added to the person's one page profiles/person-centred description.

Benefits for employees and the organization

- It is more effective to capture what has been learned, instead of just what has happened (for example, in traditional progress/daily notes).
- A way to capture what employees are learning as they support people.
- A way to organize what is being learned so it can be used more effectively and widely shared.
- Helps test out ideas about what is important to and important for.
- Reinforces a learning culture and teaches critical thinking.

Using it with an individual

- Decide what you want to learn about - for example when the person is going somewhere new, or learning about something that the person is finding difficult and we want to understand more about this
- Ensure that the employees supporting the person during the activity completes the learning log.
- Decide how often and when to review the learning logs and to see what has been learned – for example, with the person every week/month, every team meeting, or in supervisions with a particular employee.
- Go through the learning logs and ask:
What do they tell us that we need to be doing differently? What are we learning about the person from the learning logs (appreciation? Important to?).
Where do we need to record this (e.g. in the person's one page profile)?
How can we make sure all employees know and act on this? How will this be shared, communicated?

Using it with a team

Learning logs are just as powerful for recording and reporting on team projects and activities that are not based around an individual. The process works in the same way as above, but the questions the learning logs asks are as reviews would:

- What do they tell us that we need to be doing differently? What are we learning about how we work as a team (what is important to us, how do we support each other to achieve our purpose).
- Where do we need to record this (e.g. in the team's person-centred team plan or individual team members' one page profiles?).
- Who else needs to know this? How can we share this with them?