



PERSONAL LEARNING CPD

Certificate of Engagement

Date of issue: 16 May 2026

OH Report Writing 28 Sept 2021,
Tuesday 28 September 2021

Personal Learning Statement

Following my attendance at the above event, my key learning points are as follows:

*To improve my report writing skills to ensure inline with best practice
To improve written communication skills
To be guided by best practice & benchmarking*

The implications for my practice are as follows:

*Poor communication can led to poor relationship with managers and the individual.
Essential in order to provide a high quality OH referral service*

I have undertaken the following further reading and activities to consolidate my learning and reflected on its relevance to my practice:

*Addley, K. (2009) top 10 tips for OH reports. Personeltoday
Williams, D. (2014) Writing a good OH report. Occupational Health at Work
Williams, D (2016) Not fit for a disciplinary. Occupational Health at Work
Re-read the slides and notes in the training manual. (2021) OH report writing . The At Work Partnership*

Time spent reflecting on the course content and learning objectives*

4 hour(s)

* You are accountable for recording your own learning time.