



ECT:	Date:
Present:	
Suggested points to discuss: <ul style="list-style-type: none">● Progress with ECF based programme of training● Key learning points from CPD (including any reading)● Areas for development to focus on (including observations of other colleagues)● Upcoming lesson observations● Upcoming progress review or formal assessment● Any issues/ problems or additional support needed	
Record of discussion:	
Action points: <i>(to include initials of the person responsible for carrying out the action, and the date by which the action will be completed or reviewed)</i>	
Identify: <i>what is your focus for the next week? (Link to Teachers' Standards)</i>	
Learn: <i>Plan and practise, how will you see progress towards your current targets?</i>	
Improve: <i>Apply and review, how successful has this been?</i>	