

Professional Development Follow-Up Survey Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

1. Which professional development activity are you reviewing?

2. During the past four weeks, how often did you use something from this activity at work?

- ☐ Not yet
- ☐ Once
- ☐ Two or three times
- ☐ Weekly
- ☐ More than once a week
- ☐ I have not had an opportunity

3. What part of the learning have you used most?

- ☐ A specific skill
- ☐ A tool or resource
- ☐ A new process
- ☐ A conversation approach
- ☐ Background knowledge
- ☐ I have not used it yet

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4. What change have you noticed after using it?

- ☐ Work is clearer
- ☐ Work is faster
- ☐ Quality improved
- ☐ Collaboration improved
- ☐ Confidence increased
- ☐ No clear change yet
- ☐ Not applicable

5. What has helped you apply the learning?

- ☐ Time to practise
- ☐ Manager support
- ☐ Peer support
- ☐ Useful job aids
- ☐ Access to the right tools
- ☐ A suitable work opportunity
- ☐ Nothing has helped yet

6. What has been the main barrier to applying it?

- ☐ No suitable opportunity
- ☐ Not enough time
- ☐ Missing tools or access
- ☐ Need more practice
- ☐ Current process does not support it
- ☐ Need manager or team support
- ☐ No major barrier

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7. Which follow-up would help most now?

- ☐ Short coaching session
- ☐ Job aid or checklist
- ☐ Peer practice
- ☐ Manager discussion
- ☐ Advanced session
- ☐ More time to try it
- ☐ No follow-up needed