

CPD Tool Optional Features

April 10, 2024

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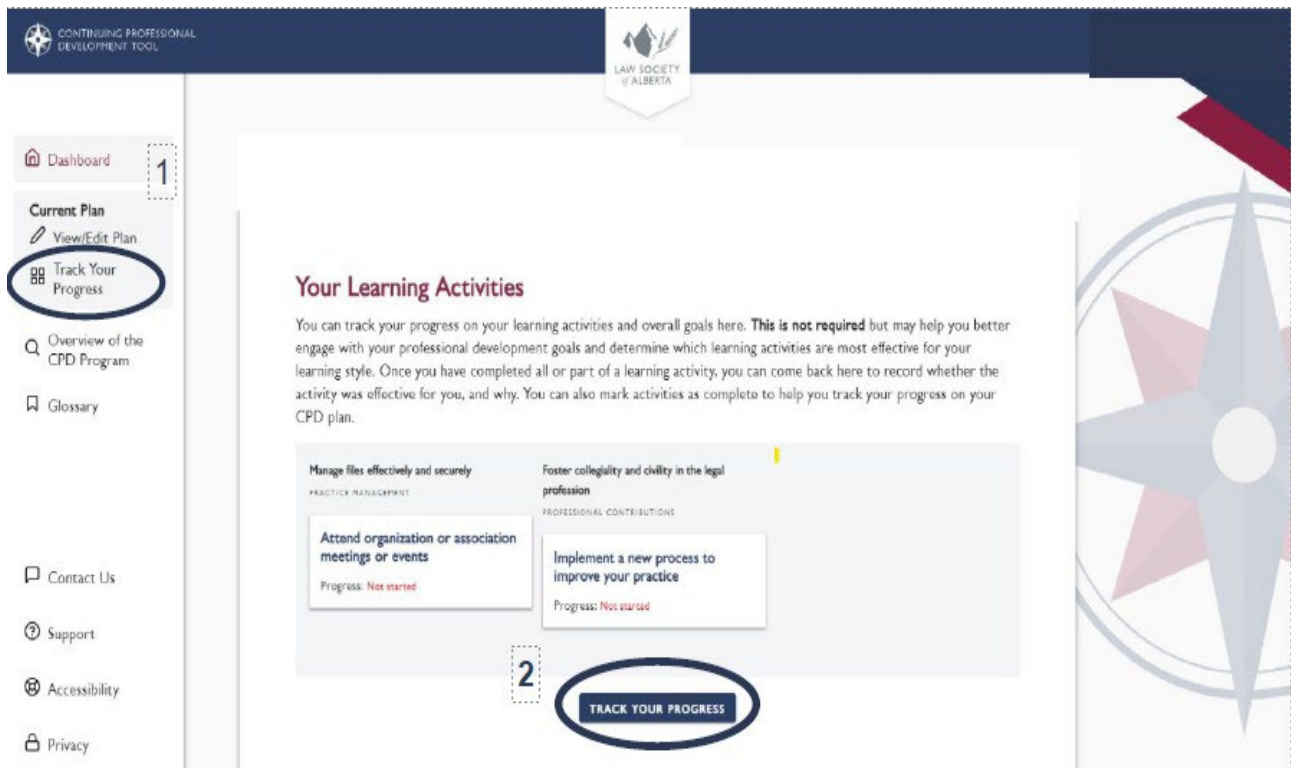
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The CPD Tool allows lawyers to track their progress, reflect on their learning activities and goals, and save competencies for the future. These features are not required but can enhance the overall learning process and help lawyers determine the types of activities that are effective for them.

Track Your Progress

Lawyers are encouraged to use this feature to assist with their overall engagement of their goals and to determine which learning activities match their individual learning style.

1. From the CPD Tool left side navigation menu, select **TRACK YOUR PROGRESS**.



The screenshot displays the 'Continuing Professional Development Tool' interface. On the left, a navigation menu includes 'Dashboard', 'Current Plan', 'Track Your Progress' (circled in blue with a '1'), 'Overview of the CPD Program', 'Glossary', 'Contact Us', 'Support', 'Accessibility', and 'Privacy'. The main content area is titled 'Your Learning Activities' and contains a text block explaining the feature. Below this, there are two activity cards: 'Attend organization or association meetings or events' and 'Implement a new process to improve your practice'. A 'TRACK YOUR PROGRESS' button is circled in blue with a '2' next to it.

2. Once a learning activity has been started, use the drop-down arrow in the Status section to change the status to In Progress. Use the Reflection section to record any notes as you progress through the learning activity.
3. Once the learning activity and notes are complete, use the drop-down arrow in the Status section to the status changes and notes are automatically saved, however the ability to record notes is closed once the status changes to **Completed**.

To edit notes, change the status back to **In Progress**, edit the notes and then change the status back to **Completed**.

change the status to **Completed**.

CONTINUING PROFESSIONAL DEVELOPMENT TOOL
LAW SOCIETY of ALBERTA

- Dashboard
- 2023-2024
- View/Edit Plan
- Track Your Progress
- Year-end Reflections
- Overview of the CPD Program
- Glossary
- Contact Us
- Read More
- FAQs
- Accessibility
- Privacy

Track Your Progress

Use this page to track your progress on your learning activities and overall goals. As you complete learning activities, you can come back here to record whether the activity was effective for you, and why. **This is not required** but may help you better engage with your professional development goals and determine which learning activities are most effective for your learning style. Once you have entered those reflections, mark the activity as "Complete." These reflections will help you complete your year-end reflections on your competencies for the year, including whether you feel that your proficiency level has increased in each as a result of the activities you completed.

The Law Society will be able to see whether you have marked activities as completed. This will help the Law Society to offer further supports for your CPD plan, if needed. **The Law Society will not see your reflections on the effectiveness of your activities.**

You can add additional activities on this page. If you want to edit or remove competencies, please go to [View/Edit Plan](#).

Commit to continuous improvement in the provision of services
Continuous Improvement Domain

Self-assessment Proficiency Rating: ATTEMPT

Learning Activity Notes:
Collect feedback

YOUR ACTIVITIES [ADD ACTIVITY](#)

Implement a new process to improve your practice (In progress)

Status: In Progress

Reflection
I've started periodically collecting feedback from clients to identify areas where my services could be improved, but I would like to develop a streamlined process that ensures I am capturing feedback from all clients before files are closed and allows for clients to provide information anonymously. I need to set aside some time to find a suitable survey platform, develop the survey, and include the request for feedback and survey link in my reporting letter template before I can mark this activity as complete.

Familiarize myself with the new XYZ Act
Other Domain

Self-assessment Proficiency Rating: DISCOVER

Learning Activity Notes:
Attend a seminar

YOUR ACTIVITIES [ADD ACTIVITY](#)

Take a course or seminar – in person (Completed)

Status: Completed

Reflection
I attended the seminar held in March, made note of areas the legislation affects my practice area and existing files, and made the necessary updates to my templates and checklists.

Year-end Reflection

The Year-end Reflection feature is available in the CPD Tool from June to September of each year. Lawyers are encouraged to use this feature for competencies they focused on throughout the year to help determine if they met their goals and plan for the next CPD year. To access this section, go to the “Year-end Reflection” tile on the dashboard.

Year-end Reflection

We suggest you complete this section for each competency once you have completed all of the learning activities you plan to undertake to develop or enhance that competency this year. You can do a separate reflection for each competency, and these reflections can be completed in any order. Reflection will help you assess whether your skills and knowledge have been enhanced this year, and to think about adjustments that might be needed for next year’s plan.

YEAR-END REFLECTION

1. Once you are in the Year-end Reflection section, the list at the top of the screen lists all the competencies included in your CPD plan. Select the competency you would like to reflect on, and the CPD Tool will guide you through assessing whether your proficiency rating has changed and recording any final notes or observations. Use the arrow buttons to scroll through your competencies if they don’t all show in the top scroll bar.
2. Your progress will be saved as you go. The Law Society will not see your reflections or ratings, they are for you to assess the effectiveness of your CPD plan and make any adjustments for next year as necessary.

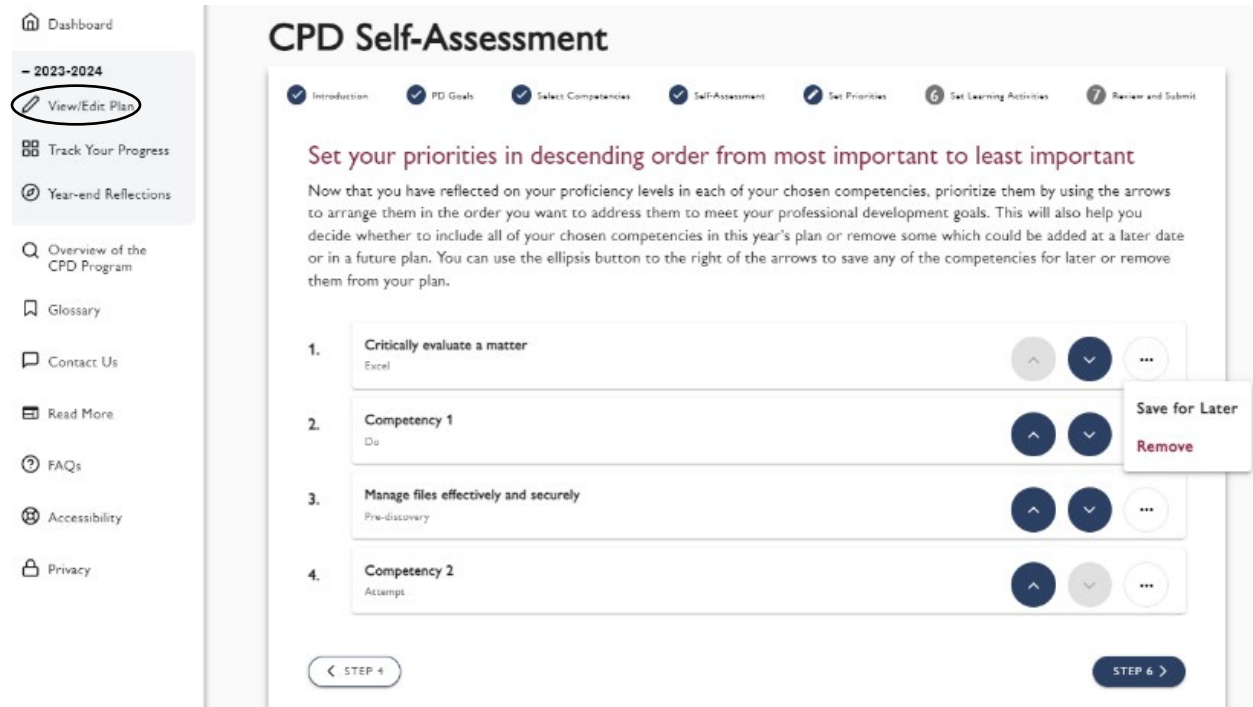


The screenshot shows the 'Year-end Reflections' section of the CPD Tool. At the top, there is a navigation bar with the 'CONTINUING PROFESSIONAL DEVELOPMENT TOOL' logo on the left and the 'LAW SOCIETY of ALBERTA' logo on the right. Below the navigation bar is a sidebar menu with options: Dashboard, - 2023-2024, View/Edit Plan, Track Your Progress, Year-end Reflections (highlighted), Overview of the CPD Program, Glossary, Contact Us, and Read More. The main content area is titled 'Year-end Reflections' and features a horizontal tabbed interface with tabs for 'Introduction', 'Competency 1', 'Competency 2', 'Competency 3', and 'Competency 4'. The 'Introduction' tab is selected. Below the tabs, a yellow banner displays the message: 'Note: The Law Society cannot see this information.' The 'Introduction' section contains text explaining the purpose of reflection and a note that progress is saved locally and not visible to the Law Society.

Saved Competencies

Lawyers can save competencies that they are interested in developing but decided not to focus on in their current plan. The Competencies you Saved for Later sections only appear when you have saved competencies.

1. When first creating a CPD plan, the option to save a competency for later is available at steps five and six of the Self-Assessment. Select the ellipsis located to the right of the applicable competency, and then select **Save for Later**.

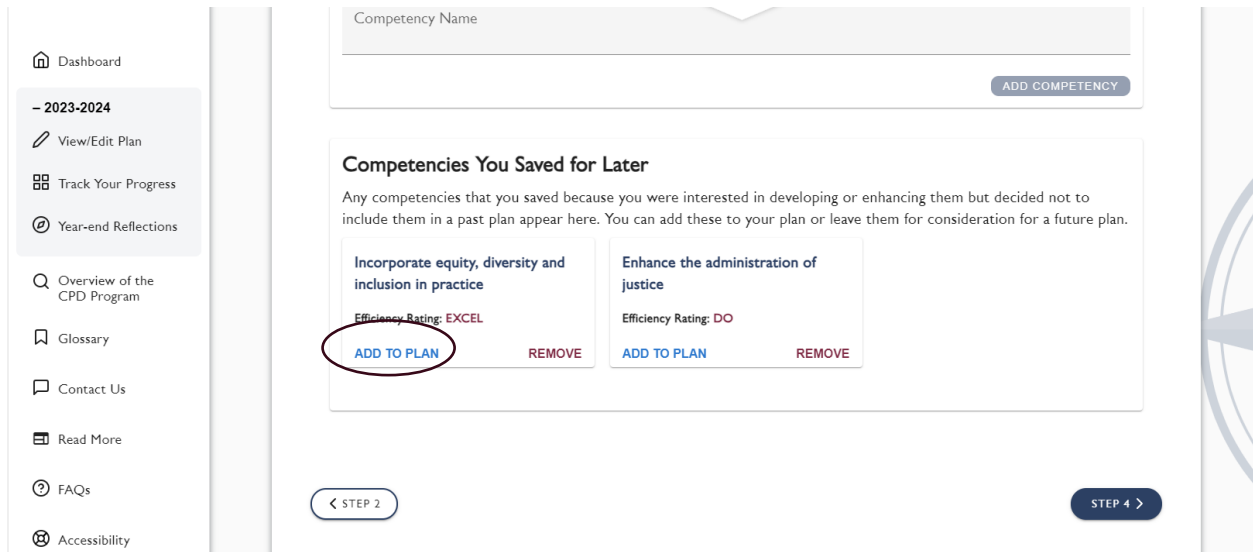


The screenshot displays the 'CPD Self-Assessment' interface. On the left, a navigation menu includes 'View/Edit Plan' (circled in red). The main content area shows a list of competencies with arrows for reordering and an ellipsis menu for each. A tooltip for the ellipsis menu shows 'Save for Later' and 'Remove' options. The progress bar at the top indicates the current step is 'Set Priorities'.

2. The option to remove a competency from a CPD plan you have already submitted and save it for later is available using the **View/Edit Plan** feature and following the above direction at steps five and six of the Self-Assessment.
3. CPD plans can be edited from the CPD Tool left side navigation menu by selecting **View/Edit Plan** in the Current Plan section. Once the new window opens, select the **EDIT MY PLAN** button near the top right of the screen. The Edit feature can also be accessed through the tile on the dashboard called “Edit and Resubmit Your Plan.”

CPD plans can be changed until Sept. 30 of the year following the original submission deadline.

- To add a saved competency to an existing CPD plan when using the Edit feature, select **Add to Plan** in the Competencies You Saved for Later section and follow the directions.



Competency Name

ADD COMPETENCY

Competencies You Saved for Later

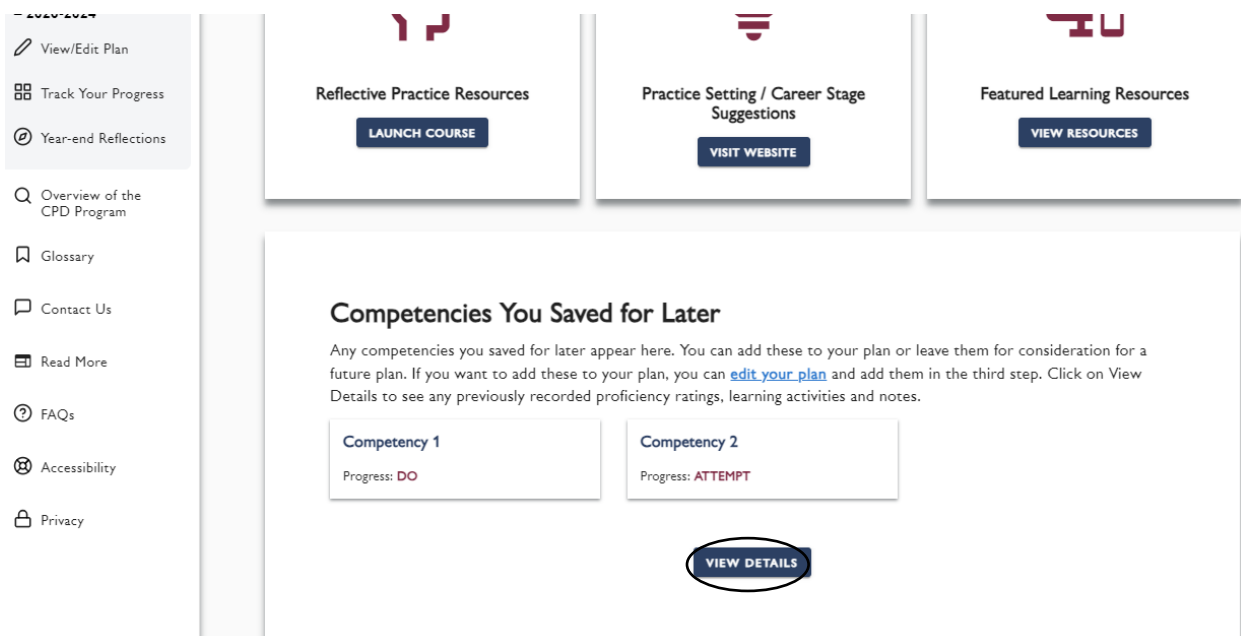
Any competencies that you saved because you were interested in developing or enhancing them but decided not to include them in a past plan appear here. You can add these to your plan or leave them for consideration for a future plan.

<p>Incorporate equity, diversity and inclusion in practice</p> <p>Efficiency Rating: EXCEL</p> <p>ADD TO PLAN REMOVE</p>	<p>Enhance the administration of justice</p> <p>Efficiency Rating: DO</p> <p>ADD TO PLAN REMOVE</p>
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< STEP 2

STEP 4 >

- When you save a competency, any associated proficiency ratings, learning activities and notes you record will also be saved. From the “Competencies You Saved for Later” tile on the dashboard, click on “View Details” to see this information.



View/Edit Plan

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Year-end Reflections

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Accessibility

Privacy

RP

Reflective Practice Resources

LAUNCH COURSE

CS

Practice Setting / Career Stage Suggestions

VISIT WEBSITE

LU

Featured Learning Resources

VIEW RESOURCES

Competencies You Saved for Later

Any competencies you saved for later appear here. You can add these to your plan or leave them for consideration for a future plan. If you want to add these to your plan, you can [edit your plan](#) and add them in the third step. Click on View Details to see any previously recorded proficiency ratings, learning activities and notes.

<p>Competency 1</p> <p>Progress: DO</p>	<p>Competency 2</p> <p>Progress: ATTEMPT</p>
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VIEW DETAILS