

WBL Logbook Sheet Template

Learning Outcome and example number e.g. 1.1(1), 1.2(2), 1.2(1) 1.2(2) etc.	Page numbers from portfolio
7.1: Evaluate your professional skills and legal knowledge	151-154
Evidence provided and date of evidence e.g. Letter to client dated 01.01.2020 Telephone attendance note dated 01.01.2020	
Training course confirmation dated 26.05.2021	
Explain how the example meets the learning Outcome and how the evidence shows this	
<p>Reflection on my performance: I have been working as a Regeneration, Property and Planning Legal Assistant at since April 2017 and have experience managing a large and diverse caseload. Dealing with the various types of work I have gained valuable legal knowledge and professional skills.</p> <p>My strengths:</p> <ul style="list-style-type: none"> • I have a strong work ethic and am committed to my work. • I take a disciplined approach in how I manage my cases and follow the SRA's Code of Conduct. • I am able to manage a diverse and large caseload. • I am able to provide a high quality service to my clients. • I adhere to guidelines, protocols and procedures. • I work well under pressure. • I am team player and can also work independently. • I have strong IT skills and cannot not only use the various software's but also troubleshoot when things go wrong. • I can effectively use legal databases (i.e. Westlaw and PracticalLaw) as well as physical books to conduct legal research and to accurately interpret legislation. • I have good analytical skills and have the ability to think critically. <p>My weaknesses: My weaknesses include the need to develop my knowledge in areas that I am not so familiar with for example I have little experience dealing with complex land disposals.</p> <p>My objectives: my objective includes working on my weaknesses and widening my skills and knowledge in my area of work.</p> <p>My plan for improvement: My plan for improvement includes:</p>	

- taking on more complex cases.
- taking on matters that I haven't done before (or have done little off) to increase my knowledge in that area.
- to continue to attend training courses offered to get a better understanding of different areas in my field and to stay up to date with recent updates in the different laws governing these areas.
- regularly evaluate my strengths, weaknesses and plan for improvement.

The evidence I have submitted is the confirmation from a training course named "Local Authority Disposal of Development Land, Featuring Restrictive Covenants" which I attended to increase my knowledge on the disposal of land.

Reflection and evaluation

Describe what you learnt from the activity you undertook to meet the Learning Outcome. You may want to complete this section at a later date once you have had time to reflect on your practice and experience.

I understand that it is important to regularly review my skills and knowledge and to set learning objectives in order to improve on them further. I recognise that by consistently developing my skills and knowledge I will be able to provide a high quality service to my client.

Supervisor's Name

Please print the full name of the supervisor that supervised the work referred to above within this logbook sheet and the supporting evidence.

████████████████████

From: [REDACTED]
Sent: [REDACTED]
To: [REDACTED]
Subject: Accompanying Notes: Disposal of Development Land, Featuring Restrictive Covenants

[View this email in your browser](#)



Local Authority Disposal of Development Land, Featuring Restrictive Covenants

1 HOUR CPD WEBINAR, PRESENTED BY [REDACTED]

Date: Wednesday 26th May 2021 from 16:00-17:00

Venue: Zoom

Hosted by: [REDACTED]

Speaker: [REDACTED]

[Click Here to Download Course Notes](#)

Dear [REDACTED]

Thank you for signing up to join our "Local Authority Disposal of Development Land" webinar this afternoon.

Please click on the button above to download the accompanying course notes.

The presentation will commence promptly at 16:00. We have sent you a

separate email containing your unique webinar link; simply click to join!

If you have any issues joining the webinar or downloading the notes, please email us on [REDACTED] and we will do our best to assist you.

Kind Regards,

