

WBL Logbook Sheet Template



| Competency e.g. 1 | Learning Outcome e.g. 1.1 | Example Number |
|--------------------------|----------------------------------|-----------------------|
| 5 | 5.1 | 1 |

Evidence provided
e.g. letter to client dated 01.01.2017, Telephone attendance note dated 01.01.2017

Emails dated:
28.02.18 and 01.03.18

Explain how the example meets the learning Outcome and how the evidence shows this

I work for a mid-sized private practice law firm which is growing rapidly. The firm has strong core values in supportive intelligent business focused work, but at the route of delivering these values is the employees.

In liaison with the Management Board of the firm the Social Committee, of which I was a member, were tasked with bringing the firm together on a personal and social level. Emphasis being placed upon staff welfare and wellbeing, and the importance of an enjoyable work life.

To achieve this, the business aims were to achieve a better collegiate work environment without large financial impact on the business.

The Social Committee elected to put into place a 'House System' in order to give each employee a network of colleagues on the same 'team' and instil a general sense of comradery. The committee were responsible for all elements of bringing this to fruition and I was personally responsible for the production of 'House Packs' which were to be given to every employee. .

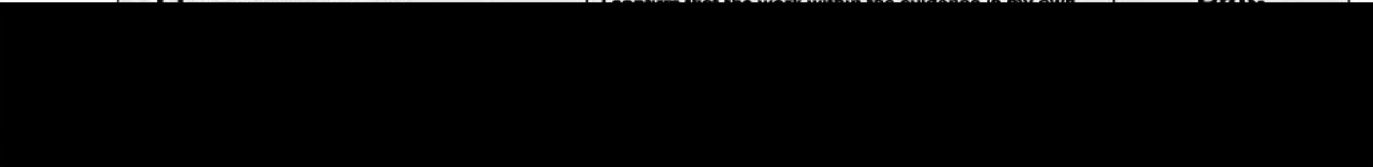
Reflection and evaluation

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 the importance of maintaining a healthy work environment for my own wellbeing and that of my colleagues. And the bearing that being social with one another has on that. I am also aware that expenditure for securing such wellbeing must be carefully considered, as the business must remain profitable to remain in business.

| | |
|---|-----------|
| Date work completed: (i.e. evidence date) | 28-2-2018 |
|---|-----------|

| | | |
|-------------------------|------------------------------|-------------|
| Applicant's Name | Applicant's signature | Date |
|-------------------------|------------------------------|-------------|



| Supervisor's Name | Supervisor's signature <small>I confirm that I supervised the applicant's work referred</small> | Date |
|-------------------|--|------|
|-------------------|--|------|



From: Ki
To: [REDACTED]
Subject: URGENT ACTION: Social Committee House packs
Date: 28 February 2018 12:22:35
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[Proof_A5_Wallet.pdf](#)

Importance:

Hi [REDACTED]

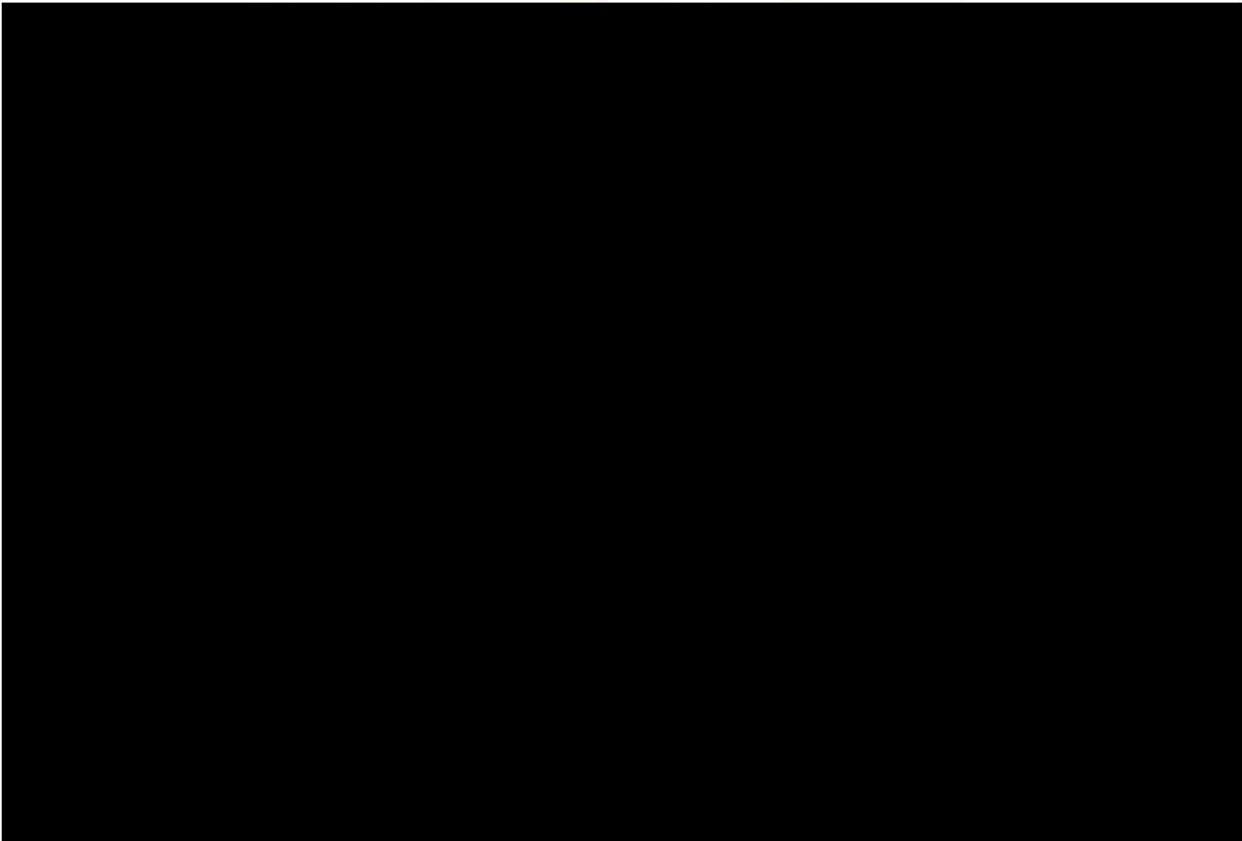
So the best price I have been able to source is £142.06 incl VAT delivered for 100 pieces (per design) – this is actually a very good price!

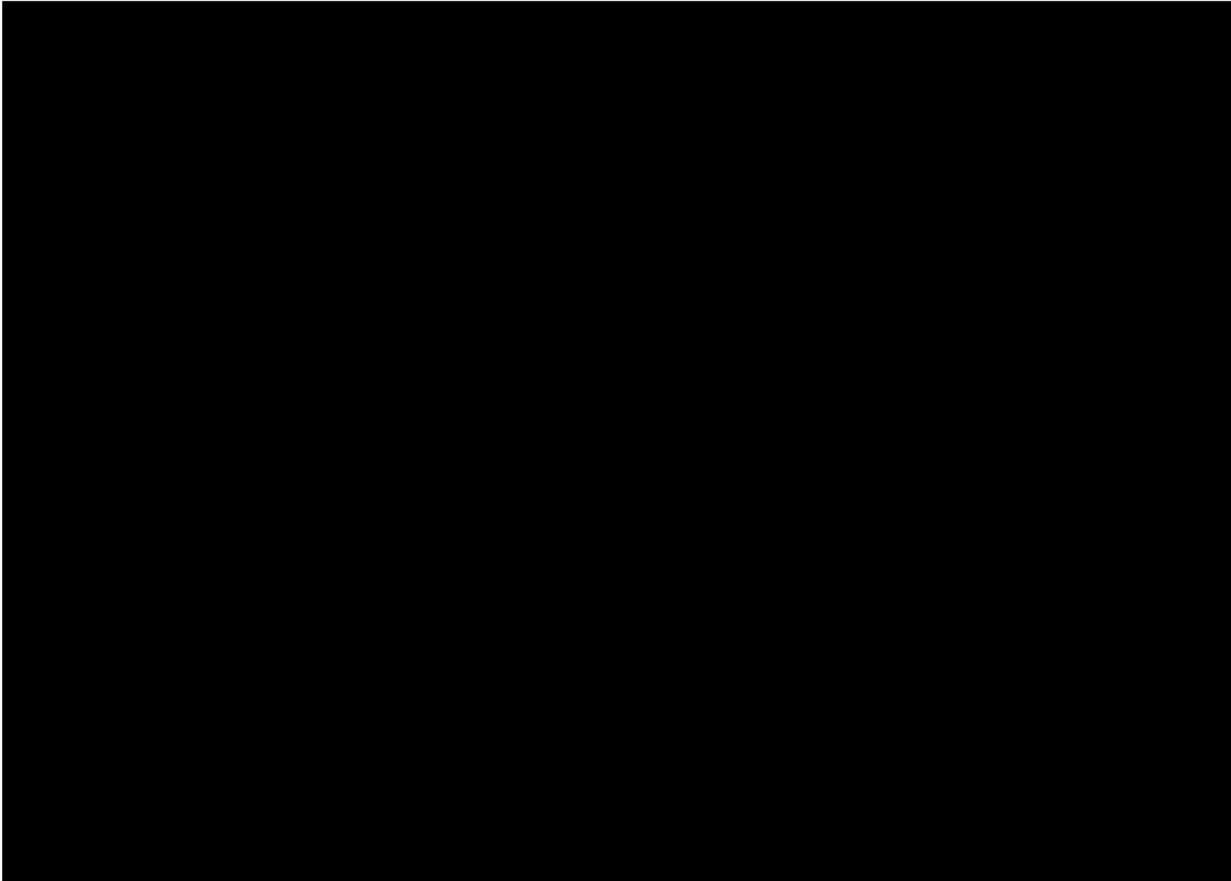
The minimum order is 100, so we cannot get any smaller quantities (I have found other companies that do small amounts, but they are more expensive).

We are therefore looking at a total cost of £568.24 for 400 presentation folders. There are no artwork fees as I have done this all myself.


Can you please talk to [REDACTED] to get approval for this? It is super urgent given the timescales (and the weather is causing delivery delays!), so if you could get the nod today I can submit the artwork for a proof and then process in time for the end of next week.

I have printed a prototype which you can show [REDACTED] I tried to come see you earlier in the week but your door was shut – this is on my desk so please feel free to come grab it (I am not in today). Alternatively, please see attached a PDF version of the template for his approval.

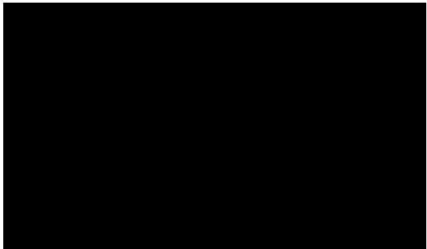




Please let me know asap!

Can you see if we could perhaps use some further monies to get a keyring or something – 
idea afterall right!?

Thanks!!!
Kind Regards



From: Ki
Sent: 28 February 2018 12:49
To: I
Cc:
Subject: URGENT ACTION: Social Committee House packs
Importance: High

Hi

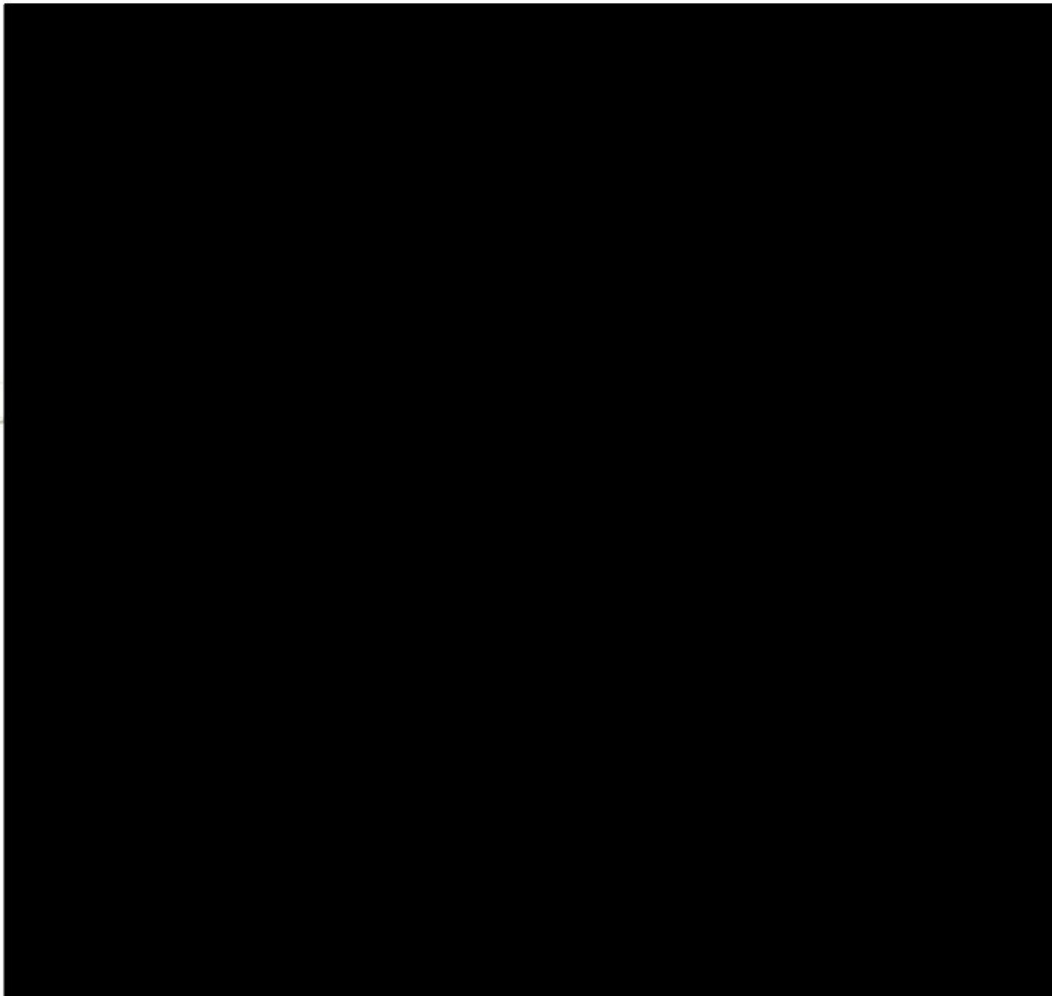
Unfortunately I cannot see personally on this – I am not in the office, and given the time sensitive nature of it, it really needs to be today.

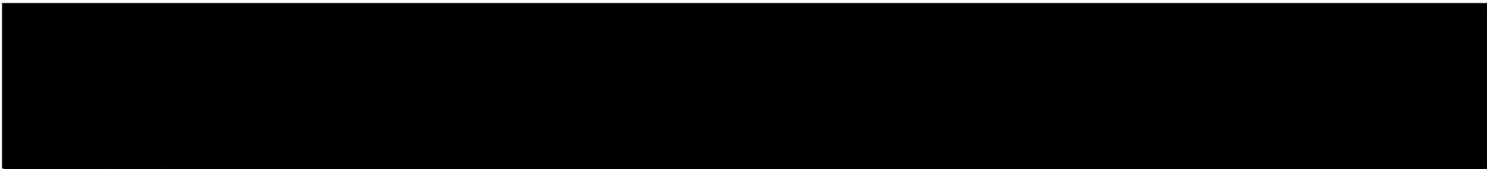
With regard to background on pricing, it is simple. £142.06 per 100 is by far the cheapest for a double sided wallet. A local competitor quoted at £332 per 100 for only a single sided wallet. And the average for single sided was coming in at around £200-£300 per 100. Excluding artwork.

– can you please check and confirm if we are able to use the "Think..." wording for the Social Committee wallets (see below images for reference).

Look forward to hearing from you.

Kind Regards





From: [redacted]



Cc: [redacted]

Subject: RE: URGENT ACTION: Social Committee House packs



It may be best to approach [redacted] directly on this (rather than via myself) as you have done all the hard work and know the background on this on prices for this. Judging by what [redacted] said about the design I don't think it can have any branding (i.e. 'think') so best check with Marketing first?

Thanks for all your hard work on this. Sorry for the quick email, I have to run to a meeting in a few minutes.

Many thanks



From: [redacted]

Sent: 28 February 2018 12:23

To: [redacted]

Subject: URGENT ACTION: Social Committee House packs

Importance: High

Hi

[REDACTED]

Sent: 01 March 2018 12:36

To: [REDACTED]

Cc: [REDACTED]

Subject: [REDACTED]

Importance: High

Hi [REDACTED]

I've just seen the diary change, apologies to chase on this, but Monday will certainly be too late to get the printing approved and the run done in time for our move on the 12th.

I just wanted to follow up to [REDACTED]'s email of yesterday (attached) now that I am in the office.

[REDACTED] has a small hardcopy draft of the finished presentation wallet for you to see – it will of course be bigger (A5), on card, and professionally laminated on the proper run.

Ideally, if we are to go ahead with this, I will need to liaise with the printers today/tomorrow.

Look forward to hearing from you.

Many thanks



RE: URGENT
ACTION: Social ...

[REDACTED]

[REDACTED]