

Crest[®]
Clean

HEALTHY
CLEAN
WORKPLACES

LOGBOOK

Certificate in Professional
and Personal Development

Name: _____

***“It always seems
impossible until
it is done”***

CC101 Personal Goal Setting

What did you learn from this module?

How have you implemented what you learnt from this module into your business and/or personal life?

Signed: _____

Date: _____

CC102 Time Management

What did you learn from this module?

How have you implemented what you learnt from this module into your business and/or personal life?

Signed: _____

Date: _____

CC103 How to Manage Stress and Fatigue

What did you learn from this module?

How have you implemented what you learnt from this module into your business and/or personal life?

Signed: _____

Date: _____

CC104 Assertiveness

What did you learn from this module?

How have you implemented what you learnt from this module into your business and/or personal life?

Signed: _____

Date: _____

CC105 Listening Skills

What did you learn from this module?

How have you implemented what you learnt from this module into your business and/or personal life?

Signed: _____

Date: _____

CC106 Email Protocol

What did you learn from this module?

How have you implemented what you learnt from this module into your business and/or personal life?

Signed: _____

Date: _____

CC107 Budgeting

What did you learn from this module?

How have you implemented what you learnt from this module into your business and/or personal life?

Signed: _____

Date: _____

CC108 Buying Your Own Home

What did you learn from this module?

How have you implemented what you learnt from this module into your business and/or personal life?

Signed: _____

Date: _____

CC109 Buying an Investment Property

What did you learn from this module?

How have you implemented what you learnt from this module into your business and/or personal life?

Signed: _____

Date: _____

CC110 Retirement Planning

What did you learn from this module?

How have you implemented what you learnt from this module into your business and/or personal life?

Signed: _____

Date: _____

CC111 Staying Healthy

What did you learn from this module?

How have you implemented what you learnt from this module into your business and/or personal life?

Signed: _____

Date: _____

CC112 Choosing and Managing your Business Structure

What did you learn from this module?

How have you implemented what you learnt from this module into your business and/or personal life?

Signed: _____

Date: _____

ASSESSMENT

Assessor: _____

Name: _____ Date: _____

Comments:

Peer Review: _____

Name: _____ Date: _____

Comments:

NOTES



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