

# Sample CPD plan and record for a lawyer in general practice

Learning needs & reasons for them	Proposed actions	Activities and details	Date	CPD Hours	Reflections	
					What I learned and what I might do differently	Further learning needs
Carry over from 2024/25 CPD year				5		
I need to strengthen my understanding of the 2025 updates to the Residential Tenancies Act. While I haven't yet advised on any tenancy issues this year, it looks like the changes might significantly affect the advice I provide to landlord investors.	Attend a webinar on the 2025 updates to the Residential Tenancies Act.	Webinar on demand – 2025 Tenancy Law Update	4 April 2025	1.5	This webinar helped me get a clearer, more practical understanding of the 2025 RTA changes and what they mean for the landlord-investor clients I work with. The session broke down the return of 'no cause' terminations and the shorter 42-day notice periods, which are key issues for investors planning ahead and managing transitions between tenancies. It also clarified how fixed-term tenancies will now automatically convert to periodic unless the right notice is given – this is something landlords might misunderstand and could catch investors out if they're not prepared. The update on strengthened protections against retaliatory terminations was also useful.	I'll keep an eye on how the changes play out in practice. I also need to update the checklists and templates I use with landlords to reflect the new notice periods, and I'll need to be more deliberate about explaining these changes when new clients come in.
Workload management – at times I struggle to prioritise my workload. I want to learn practical tools and techniques, to reduce overwhelm and increase productivity.	Enrol in the short course 'Growing Productivity'.	See attached learning objectives and verification form.	1 May 2025	4	This course helped me understand my working style and learn how to adapt it to better manage my workload. I learned practical methods for planning my day and week in a way that supports clarity and reduces overload. The tools for assessing urgency and importance were especially useful, as was the emphasis on breaking complex work into manageable steps.  Implementing these strategies has strengthened my confidence in assessing when immediate action is genuinely required and when it is appropriate to prioritise other work. I feel better equipped to make deliberate decisions about where to focus my attention, rather than feeling compelled to respond to every pressure straight away. This has supported a more intentional and sustainable approach to managing my workload.	I think I could build on this learning by strengthening my skills in delegation and sharing work within my team as well as improving communication around deadlines and capacity.

<p>We do a lot of conveyancing and property transactions. I need to keep up to date with trends and any changes in legislation.</p>	<p>Keep an eye on what's being offered by CPD providers in this space. Webinars are probably best for updates, but any substantial changes I think it would be good to go to an in-person event to be able to discuss with colleagues.</p>	<p>Purchasing property with Bitcoin webinar.</p>	<p>20 October 2025</p>	<p>1</p>	<p>I hadn't thought much about this concept so it was interesting to get a clearer understanding of what Bitcoin, cryptocurrency, and blockchain are and how these might fit within a traditional conveyancing process. The webinar highlighted the key legal, practical, and risk-related issues that could arise if a client wanted to use Bitcoin as a method of payment, including volatility, AML considerations, and the need for clear documentation where non-traditional payment methods are involved.</p> <p>While New Zealand hasn't yet seen a property transaction completed in Bitcoin, the webinar reinforced that this could become a reality soon.</p>	<p>I'd like to continue developing my understanding of how cryptocurrency-based transactions are evolving in New Zealand, particularly any emerging regulatory guidance or practical expectations for conveyancers. I think it would also be useful to deepen my knowledge of AML/CFT implications and stay connected with updates in this space so I can confidently advise clients if Bitcoin or other digital assets arise in future property transactions.</p>
<p>I want to develop a stronger practical understanding of tikanga Māori so I can engage respectfully with Māori clients, recognise when tikanga considerations are relevant, and provide advice that is appropriate in the Aotearoa New Zealand context.</p>	<p>I think I'd like to find an in-person course so that I can network and talk to others who are on a similar journey.</p>	<p>Attended 'Tikanga and the Law' at Waiwhetū Marae – Lower Hutt.</p>	<p>11 November 2025</p>	<p>6</p>	<p>This has improved my understanding of tikanga Māori and its relevance to legal practice. It's helped me to recognise when tikanga considerations may arise, how they interact with Te Tiriti o Waitangi and the common law, and how this should inform my legal advice. It's also strengthened my judgment around the limits of my own expertise and helped me to see when specialist input may be required. It was good to be in a room with others who are also actively working on developing their cultural competency.</p>	<p>My learning in this area is ongoing. I want to continue building my understanding of tikanga Māori. I think this is something I need to address each year as a continuing learning need.</p>
<b>CPD HOURS REQUIRED</b>				10		
<b>CPD HOURS COMPLETED</b>				17.5		
<b>CPD HOURS CARRIED FORWARD</b>				5		

NOTE: Documentation verifying participation in the recorded activities has been kept separate

# Sample CPD plan and record for a lawyer in in-house practice

Learning needs & reasons for them	Proposed actions	Activities and details	Date	CPD Hours	Reflections What I learned and what I might do differently	Reflections Further learning needs
<p>As a people leader, I'm responsible for developing my team. I'm finding giving feedback, especially constructive feedback, difficult and I'd like to build my skill and develop strategies for providing effective feedback in a way that it will be well received by my team.</p>	<p>Because this is an interpersonal skill, I think I'd like to find an opportunity to role play. I might find a mentor or coach, but also attending a workshop with other people leaders could be good.</p>	<p>Three day in person Leadership Programme  Ōtautahi   Christchurch</p>	<p>15 – 17 May 2025</p>	<p>15</p>	<p>This course gave me a valuable chance to step back from the day-to-day and really think about my leadership style. It's helped strengthen my confidence as a people leader by giving me practical ways to approach constructive feedback with more clarity and purpose. I've already been using the tools from the programme in my day-to-day work, particularly in one-on-one conversations, where I'm being more deliberate about how I prepare for and frame feedback. As a result, feedback discussions feel more focused, balanced, and productive, and I feel more comfortable having these conversations in a way that supports trust and psychological safety within my team.</p>	<p>I don't think I need any further learning in this area, but I'll continue to practise these feedback techniques in regular one-on-one and performance conversations, and I might seek some informal feedback from my team on what's working well.  The training did leave me wondering about broader 'difficult conversations' and I think I'd like to look into finding something to help me further build my confidence in having hard conversations in general, especially where the legal answer may not be the one the business wants to hear.</p>
<p>I'm often juggling legal advice with the day-to-day realities of being part of the business which can make it hard to spot ethical issues and keep clear boundaries. I want to develop my confidence in areas like legal professional privilege and confidentiality.</p>	<p>I think it would be good to attend a webinar.</p>	<p>Webinar – Understanding legal privilege in the 'in-house' world</p>	<p>10 August 2025</p>	<p>1.5</p>	<p>This webinar helped me to build my confidence in navigating situations where my legal role and the day-to-day demands of the business can easily blur. I found it especially useful to learn about common privilege pitfalls and how to preserve confidentiality in fast-moving internal work, as well as how easily privilege can be compromised if boundaries aren't clear. I now feel more equipped to spot issues early.</p>	<p>I'll share my key takeaways with the team so we're all on the same page and everyone understands when privilege might be at risk. In particular, I think we can be more deliberate about how we structure emails and Teams messages by labelling legal advice clearly and keeping any privileged content separate and contained. I'd also like to make a short list of the privilege "grey areas" we come across in our day-to-day work so I can look for more targeted CPD opportunities and keep strengthening my judgement in this space.</p>

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<b>CPD HOURS REQUIRED</b>	10
<b>CPD HOURS COMPLETED</b>	18
<b>CPD HOURS CARRIED FORWARD</b>	5

# Sample CPD plan and record for a barrister (senior, experienced lawyer)

Learning needs & reasons for them	Proposed actions	Activities and details	Date	CPD Hours	Reflections	
					What I learned and what I might do differently	Further learning needs
Better understand the implications of the new IPP 3A under the Privacy Act 2020 so that I can advise on this area if/when necessary.	Write a paper on the new IPP 3A for the Privacy Law Bulletin	See attached time sheet for dates and times article was worked on. Published article also attached.	Published 10 December 2025	25	Writing this paper deepened my understanding of the purpose and practical operation of IPP 3A, particularly the need for an agency to fully understand all its collection processes. It also highlighted how closely IPP 3A is linked to broader principles of transparency and fairness, and how its application is often highly fact-specific. It has also sharpened my ability to identify IPP 3A risks, so I'll be able to provide more nuanced advice that balances privacy obligations with legitimate investigative or commercial objectives.	I intend to monitor how IPP 3A is interpreted and applied in guidance from the Office of the Privacy Commissioner and in any emerging case law.  I also think it would be beneficial to develop practical checklists or guidance notes for use within our chambers where indirect collection is contemplated.  I'm also wondering about extending this work into a broader examination of how recent Privacy Act reforms are influencing evidential practices and regulatory investigations.
We have some new junior barristers in chambers, and I'd like to better understand what motivates junior/early-career lawyers so that I can supervise, support and develop them more effectively.	Attend a workshop or in person seminar. I think this is a good topic to discuss with others.	Attended "Bridging generational differences in the workplace."	2 February 2026	2	This learning improved my understanding of what tends to motivate junior and early-career barristers, particularly in relation to feedback, development opportunities, and a sense of professional progression within chambers. It highlighted the importance of adapting my supervision and mentoring approach to individual needs, rather than assuming that what motivated earlier generations will necessarily be effective now.  In practice, this has encouraged me to be more deliberate in how I provide guidance, feedback, and support to junior members of chambers, with a view to fostering engagement, confidence, and professional growth.	I need to continue to reflect on how the different supervisory approaches I'm taking are affecting engagement, confidence, and development, and adjust accordingly.  I also intend to engage in further discussion with other barristers about effective ways of supporting and developing early-career barristers.
<b>CPD HOURS REQUIRED</b>				10		
<b>CPD HOURS COMPLETED</b>				27		
<b>CPD HOURS CARRIED FORWARD</b>				5		