

Summary Table of Professional Development Activities

Date	Activity / Event	Organizer / Institution	Hours / Credits	Learning Outcome / Relevance
2024-01-15	Workshop: Advanced Data Analysis	XYZ Training Center	6 hours	Enhanced skills in statistical software; applicable to current projects
2024-02-10	Online Course: Effective Communication	Coursera	20 hours	Improved presentation and interpersonal skills
2024-03-08	Seminar: Leadership in the Workplace	ABC Corp	3 hours	Gained insight into team management strategies
2024-04-02	Conference: Annual Professional Summit	National Association	12 hours	Networked with peers; updated on latest industry trends
2024-05-15	Certification: Project Management Basics	SkillUp Institute	30 hours	Received certificate; foundation in project management principles

- This table provides a concise record of professional development activities.
- Ensure all information is accurate and supported by documentation if required.
- Regularly update the table as new activities are completed.
- Some organizations may request proof (certificates, transcripts) for listed activities.
- Tailor the table to meet your profession’s specific requirements or regulatory body standards.