**Assignment post-workshop reflection:**

**Guidance and Instructions**

In 300 to 500 words, reflect on a specific moment or activity from the workshop that had the most significant impact on you, using the 6 steps of the Gibbs’ Reflection Cycle.

*Tip: Use the guide in the next page to orientate your reflection.*

**Student ID:**

**Date workshop:**

**Workshop topic:**

*Add your reflection here….*

Description:

Feelings and thoughts:

Evaluation:

Analysis:

Conclusion:

Next Steps:

**Support material: Guiding your reflection**

1. **What to include in my reflection?**

To create a good reflection, please follow the 6 steps of Gibbs in your reflection:

*What?*

1. **Description:** Describe the event or experience you are reflecting upon. The main points to include here concern **what happened**. This includes providing context, details, and the sequence of events.
2. **Feelings:** Reflect on your **emotions** and **thoughts** during the experience. Identify your initial reactions and how your feelings evolved. You can also include what others in the situation might have been thinking or feeling feeling.

*So What?*

1. **Evaluation:** Assess the positive **and** negative aspects of the experience. Consider what went well, what didn't, and any surprises.
2. **Analysis:** Analyze the experience by examining the factors that influenced it. Consider your assumptions, behaviors, and the actions of others.
3. **Conclusion:** Summarize your learning and highlight what changes to your actions could improve the outcome in the future. Reflect on what you could have done differently in the situation. Consider alternative actions, behaviors, or approaches.

*Now What?*

1. **Action plan:** Based on your reflection, outline the steps you would take if you encounter a similar or related situation in the future. This step is about learning and growth.
2. **Guiding questions**

The table below presents a list with guiding questions to assist you in writing your reflection.

Please note: **DO NOT** **answer all questions in your reflection**. Instead, select the ones most relevant to deeply reflecting on your chosen experience.

To maximize the impact of your reflection, focus only on one key experience or insight. Go **deep** into your chosen focus, exploring it profoundly instead of skimming over multiple ideas superficially.

|  |  |
| --- | --- |
| **Steps for reflection** | **Experience/Activity** |
| **What?** | **Description** | * What happened?
* When and where did it happen?
* Who were present?
* What did they do/say?
* What did you do/say?
* What did you want to happen?
 |
| **Feelings***Personal Level**(competences, beliefs,**assumptions,**core qualities)* | * What were you feeling during and after the situation?
* What do you think other people were feeling/thinking about the situation?
* What do you feel about the situation now?
* What do you think other people feel about the situation now?
* What does this say about your personality, values, assumptions, background, beliefs, etc?
* Were there any feelings you had during the experience that may have impacted the experience?
 |
| **So what?** | **Evaluation** | * What was positive and negative about the experience?
* What went well, what did not go so well?
* What did you and other people contribute to the situation (positively or negatively)?
 |
| **Analysis** | * Why did things go well, why didn’t they go well?
* What sense can you make of the experience?
* What knowledge – my own or others (for example academic literature) can help me understand the situation?
* What might have helped or improved things?
 |
| **Conclusion** | * What have you learnt from this situation?
* How could this have been a more positive situation for everyone involved?
* What knowledge, skills, and attitudes do you need for the changes you want to make?
* Which competences, core qualities could you use next time?
* What else could you have done?
 |
| **Now what?** | **Action Plan**  | * How will you develop the necessary competencies?
* How/where/when can you use your new knowledge and experience?
* How will you adapt your actions or improve your competencies?
* What are the next steps that I will take for my personal & professional development - to become a force for a positive change?
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1. **Self-assessment rubric**

 Below you can find a rubric to self-assess the quality of your self-reflection. This tool will guide you towards improving the quality of your reflection.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Excellent (4)** | **Good (3)** | **Fair (2)** | **Poor (1)** |
| **Description** | Clear and concise description of the topic with comprehensive details and objective overview. | Adequate description of the topic with relevant details. | Somewhat vague description with limited details. | Lacks clarity and coherence in describing the topic. |
| **Feelings** | Reflects deep understanding and insightful reflection on personal emotions, thoughts, and experiences related to the topic. | Expresses reasonable understanding and provides some reflection on personal emotions and thoughts related to the topic. | Shares limited emotions and thoughts with some gaps in reflection. | Lacks reflection or emotion related to the topic. |
| **Evaluation** | Offers comprehensive and insightful evaluation of the subject matter with critical analysis and supported judgments. | Provides a fair evaluation of the subject matter with some analysis and reasonable judgments. | Offers limited evaluation of the subject matter with gaps in analysis and judgments. | Does not evaluate the subject matter or provides inaccurate evaluation. |
| **Analysis** | Analyzes the topic thoroughly, identifying and discussing key factors, causes, and impacts, supported by clear examples and evidence. | Provides a reasonable analysis of the topic, identifying and discussing important factors, causes, and impacts with supporting examples. | Offers limited analysis of the topic, with some gaps in identifying and discussing factors, causes, and impacts. | Does not provide analysis or provides inaccurate analysis of the topic. |
| **Conclusion** | Presents a clear and concise conclusion that effectively summarizes the key takeaways or lessons learned from the reflection. | Offers a reasonable conclusion that summarizes the main takeaways or lessons learned from the reflection. | Provides a somewhat vague or incomplete conclusion that lacks clarity or fails to effectively summarize the key takeaways. | Lacks conclusion or provides a conclusion that does not effectively summarize the key takeaways. |
| **Next Steps** | Provides specific and actionable next steps for improvement or future actions based on the reflection, demonstrating clear insight and logical progression. | Suggests reasonable next steps for improvement or future actions based on the reflection, with some clarity and logical progression. | Offers general or vague next steps for improvement or future actions, lacking detail or specificity. | Lacks clarity or specificity in suggesting next steps for improvement or future actions. |

1. **Example**

**Example Post-workshop reflection**

**Student ID: 1234567**

**Date workshop: 23/05/23**

**Workshop topic: Collaboration skills**

**Description:** During a team-building workshop, our group participated in the Marshmallow Challenge. The objective was to build the tallest freestanding structure using spaghetti sticks, tape, string, and a marshmallow. Our group initially worked individually, while another group coordinated their actions effectively.

**Feelings and thoughts:** At the beginning, I felt confident in my individual problem-solving skills. However, as the challenge progressed, I realized the importance of clear communication and coordination. I started to feel frustrated as our individual efforts led to a lack of progress compared to the other group.

**Evaluation:** Working individually, our group struggled to align our ideas and lacked a unified vision. Each of us focused on our own strategies, resulting in conflicting approaches that impeded progress. There was a lack of clarity regarding the roles and responsibilities, leading to duplicated efforts and wasted time.

**Analysis:** Reflecting on our performance, it became evident that clear communication is crucial for successful collaboration. The group that won the challenge demonstrated effective coordination, shared their thoughts openly, and established a common goal. Their ongoing dialogue allowed them to build upon each other's ideas and make informed decisions, leading to a more stable and taller structure.

**Conclusion:** The Marshmallow Challenge highlighted the importance of clear communication in a team setting. Our failure to communicate effectively hindered our progress and limited our chances of success. Meanwhile, the winning group's ability to coordinate their actions and openly communicate contributed significantly to their achievement.

**Next Steps:** To improve future performances, it is essential for our group to prioritize clear and open communication. We should establish a shared vision and clearly define roles and responsibilities. Regular team meetings can facilitate discussions, foster collaboration, and ensure everyone is aligned with the overall strategy. Additionally, active listening and respect for diverse perspectives should be encouraged to create an environment conducive to effective communication. By implementing these next steps, our group can enhance our collaborative abilities and increase our chances of success in future challenges.