

Academic and Employability Skills

Task-2 Reflective report

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Introduction

In the year 1988 Graham Gibb developed a famous cyclical model of reflection popularly known as the Gibbs reflective cycle. From experience, a structure to learning can be made. It helps in examining experiences and allows us to learn and plan from the experiences that went well or not went well. It covers six stages: description, feeling, evaluation, conclusion and action (Ahmed, 2019). This model works through experience. The aim of this report is to design a reflection of my own experience and experience of working as a group on the challenges of motivating staff in any workplace.

Gibbs Model of Reflection

Description-

From writing the above task, I found that motivation plays an important role in the success of any organisation. A motivated employee is an asset to the organisation. They will work more effectively and will try to achieve the goal before the deadline. This means that productivity will increase. Good working conditions and support from the seniors and co-workers create an environment where the employee can communicate efficiently. Communication is very important in the workplace. Better communication means a better flow of work. Further, I found that there are several ways to motivate an employee. Paying adequate salary, rewards and recognition, providing additional holiday and most importantly providing good working conditions to the employees. I experienced that job satisfaction and motivation are related terms. Motivation is mainly concerned with goal-directed behaviour, and job satisfaction is related to fulfilment, which employees acquire through different rewards and job-related activities (Ali and Anwar, 2021).

It is always better to work in a group than individual work. For assessing the work I and my group members decided to divide different sections among us. We researched our part individually. This division of work helped me to research my topic efficiently. We fixed a time to complete our research and decided to sit together in the evening to discuss the topic so that we can complete the assignment on time. After completing all research and writing our part we found that the writing was not in the same style as every member had a different writing style. Therefore we decided to rewrite some portions of the task to make it coherent work. I got enough time to research and complete my section. However, I think we have to make better plans in future so that we don't have to rewrite and keep similarities in our writing.

Feelings-

While doing the task I felt that motivation is not only important for the employees to perform better but it is also important for individual development. It encourages people to perform better. It boosts morale and anyone can achieve whatever they want. In the workplace, paying a salary will attract the worker and they will feel secure. This will give them job satisfaction. Moreover, I felt not only a higher salary but also the reward and recognition play a crucial motivating factor. Encouragement of employees' developmental activities stimulates being proactive about one's personal development (Doeze Jager-van Vliet, Born and van der Molen, 2019). When the employee is recognised for his job he will try to improvise his work. He will involve himself in more productive and innovative work. The motivated employee will work hard to maintain his position. He knew that the growth of the organisation would ensure his personal growth. Companies nowadays feel that employees are not machines, they also need some rest and entertainment. They are organising holiday trips to motivate their employees. These trips not only help in relaxing but at the same time give them a chance to explore their hobbies and thoughts. Above all, I realised that a good working atmosphere is very important for every staff member. This will provide them with an environment where they can express themselves and can present their views and thoughts.

I am feeling very happy and lucky to have a very supportive group member. Every member motivated each other toward the work and I think we have very completed the task. We divided the task in such a manner so that it won't be a burden on any individual member. I felt a little upset when we had to rewrite some parts of the assignment but it was our own fault that we could not plan it well. I feel good that I was part of this assignment and group. I know that some members had to cancel their plans because of the extra work of rewriting. As we found this work quite interesting we worked harder and I feel satisfied that we completed the task on time.

Evaluation-

Employee satisfaction works as an important element in the success of the organisation. I found that paying a higher salary makes them feel secure in life. At the same time, this will give them a social status. The employee will be dedicated to their work and will do all the hard work for the growth of their organisation. I evaluated that not only a higher salary but at the same time rewards and appreciation is very important. The worker is working so hard and if they get reward and recognition from the company it will increase the morale of the staff. It will give them a feeling that the company is thinking for them. They will be more motivated toward their work. This will increase their efficiency and confidence. Further continuous working for a long

period may result in frustration and an increase in stress among the worker. A small break will work as medicine. The employee will get a chance to explore time with their family and friends. They can spend holidays on new experiences and learning. Above all the employer should try to make the working environment in such a way where the staff get the chance to express themselves and communicate freely with everyone.

The thing that came very effectively was our end work was completed within the deadline. Moreover, the division of work helped in focussing on the particular topic. We researched every topic very effectively but the thing that didn't work out was the proper planning. It would be better if we had decided on the pattern and style of writing at the beginning then we don't have to re-write some portions. Otherwise, my experience of working in a group was good and I will be looking forward to doing more work with this group with proper planning.

Analysis-

In task 1, a team was formed including me and our teamwork has been a success. I think the reason behind this is that the task has been divided equally between the members. Each person had the opportunity to say what part of the assignment they wanted to work on. Each member decided to individually work on the introduction, different motivational strategies, recommendations, conclusion and reference. The task was divided according to each member's self-identified strengths. I have worked in this way before and I enjoy working in a team. I experience a great deal of happiness when I do tasks that revolve around my strength areas.

However, we were not able to manage time well because we were sure that this approach would save us time. We have thought of arranging the different sections, that each of us has written separately, and putting them together at the end (Yaacob and Asraf, 2021). However, in reality, our time management was very bad as we had taken extra stress and rewritten hurriedly. I think this happened because no one had planned how to write and structure the sections.

I have searched through some literature on teamwork and found two theories to understand the situation. Belbin's theory of team roles suggests that each person in the team has different strengths and weaknesses. What I and other members have done right is that the strengths of each member have been considered. The emphasis has been put on effective teamwork and task allocation depending on people's different strengths, dividing work according to individual strengths has been useful.

However, we did not assume that the plan may not work. Therefore, what we did wrong was that none of us had considered 'Groupthink'. When the team leader had been discussing

structures and writing patterns, other members did not actively participate in the group discussion. They did not raise any different opinions because they were afraid to challenge the dominant decision of the team leader. I think it is important that we consider groupthink in the future, it will be helpful when working as a team and making decisions. If a similar situation arises, then team members must challenge the assumptions. We must critically analyse different aspects of the plan.

Conclusion-

From this model, I have learned that when a task is divided among team members, it is important to plan how each section will be arranged. By doing this, it will be easier and more possible to put the sections together and submit them without much rewriting. Moreover, I will continue to determine other people's strengths and will suggest they identify their strengths on their own to know where their capabilities lie. I will even suggest they use Belbin's theory team roles when they work on some more complicated projects (Wei et al., 2022). Lastly, I have learned that it is important to share opinions among team members, and sometimes challenging the dominant decisions are more effective than agreeing on them without thinking.

I have also learned that using people's strengths to complete different tasks is a very efficient way to finish a project. Moreover, planning how the work must be organised, before starting to work on it individually, is helpful. I will also remember the threats that groupthink can overcome and how it can help with the information sharing and retention process among team members.

With the insight I have gained from this experience, I am now aware of the consequences of groupthink and how it can be solved. I realise the importance of being assertive while sharing my opinions if I face similar situations in the future. To conclude, a critical review of the Gibbs Reflective Model has been presented, highlighting its importance and why the model is widely used throughout many business organizations.

Action Plan (Personal development Plan)-

Skills to improve	Process to follow	Significance	Timeline
Group Communication	When I will participate as a team-	It builds good relations with other	10th April 2022 - This is easy to do and

	member or work with a group next time, I will talk to them about what strengths they have. On this basis, I can think about which part they can do better and which part I may take.	team members and works as an ice-breaker when know each other for the first time.	remember when meeting for the first time.
Time Management	With proper task allocating skills and group discussions, I can make a definite structure and plans regarding the completion of any project (Rubens et al., 2018). Within a structure, it will be easier to write on the topics, arrange them and rewrite them again.	Time will be saved efficiently with proper planning and decisions and also projects will be completed before the deadline with less hassle. In the future, I aim to be more proactive in dealing with a similar situation, regardless of my team role or whatever experience I have.	20th April 2022 - time management skills can be easily improved if planning and decision-making are carried out effectively.
Planning Session	With a lack of communication and self-confidence, group thinking or any discussion for that	This will give us an idea of how to continue working on any project, what approach to use, what	May 31st, 2022 - With effective communication, planning and participating in group

	matter is impossible. Therefore, I will suggest making plans for discussion with other participants of the group. If I have any doubts I will tell the group and others must share their opinions as well.	structure to follow and so on.	discussions will be easier.
Task Allocation	In the future, while dividing the work, I will insist that a plan is made out so that one can expect what will happen afterwards. I will suggest writing the introduction or first section together, to know how to write other sections.	This will help me to determine others' strengths and weaknesses and decide accordingly. Decision-making abilities are also enhanced in this way.	15th May 2022 - It will take some time to know each member and their strength only after they feel comfortable enough to open up to me.

Conclusion

To conclude, six stages of the Gibbs model have been presented here explaining the process of self-reflection. The self-reflection is focused on task 1 which talks about the importance of motivation and different motivational strategies that are used. Gibbs's reflective model gives an account of the experience of writing task 1 and has described it thoroughly. Through its stages, the feelings of teamwork have been evaluated. The group work has been critically analysed and it concludes with a suitable action plan that can be implemented in the future.

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