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Task 2 – Reflective report

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1. Introduction

In this report I will be included individual assessment perception and the group presentation at week 8. Will be analysed and showed very detailed about these projects. Reflective report overall is a writing that allows me to examine my thought and feelings while I wrote both tasks. I will discuss my biggest challenge I faced and how I overcame all the barriers that stood in my way. Also has been included in this report the feedback from my colleagues. At the end of the report, I hope the reader will have a good understanding what I went through and how hard it was for me to complete these projects, also the reader will see that my motivation to continue to study has increased considerably and now I am much better prepared for the new projects to come.

2. Reflective writing

A reflective writing as a name suggests is a piece of summarized writing and in which the student must answer the questions directly from a critical perspective and very concise. The importance of reflective writing is especially important for all professionals because help them to have a better understanding and to improve their skills and help them to find the best solutions. We as a student the reflective writing help us to progress and to examine ourselves. There are many different reflection approaches what we studied during this term and what I found via individual learning. Some of these are: Era circle, Driscoll's What Model, Kolb's Experiential Learning Cycle, Gibb's Reflective Cycle. All of these can be a particularly effective way to start thinking about reflection.

3. Model of reflection

In this report, I chose the Gibb's Reflective Cycle because of its complexity and from my point of view this Reflective Cycle will give me the best opportunity to analyse my work and to develop in the future. Is extraordinarily complex model of reflection maybe more complex than others reflection models, also have multiple stages. The Gibb's Reflective Cycle contain six stages. These are:



Figure 1: Figure 1: Gibbs Reflective Model

Source: (DTW Advertising & Marketing Ltd, 2020)

- 1.1. Description
- 1.2. Feeling
- 1.3. Evaluation
- 1.4. Analysis
- 1.5. Conclusion
- 1.6. Action plan

1.1. Description

This is the first stage of the model, and in this description is where I will describe what happened from my experiences point of view. Writing the task 1 was very demanding, due to the fact that I finished high school some time ago. Going back to university was incredibly challenging and motivating.

1.2. Feelings

The second stage of reflective circle is when usually individual starts to process their emotions. While writing the first task, I was quite nervous due to the fact that many terms and words were the first time I heard about them. Also, since English is not my first language, I had to get acquainted with what body university means and what are the expectations that teachers and the university have from students. I can say that I felt overwhelmed sometimes when I felt that what I was saying did not make sense or that I could not express myself exactly on the given topic. Another key factor that put me to the test was reaching the number of words, because sometimes I had fewer words than I needed, and I ran out of ideas.

1.3. Evaluation

During the writing of the first task, there were also good things that gave me the satisfaction of being on the right track in writing the task. Such as meeting the deadlines, using the 4 sources given by the teacher, as well as the 3 independent sources we used. This gave me a lot of self-confidence, and they made me believe in myself and my ability to study at this level. At the same time, the feedback I received was very gratifying for me plus the list of references which was particularly good.

1.4. Analysis

Analysing my experiences during this module. There were a few incidents while writing the first task. I will list two of the most important. The first incident as I said above was due to

the fact that I am a mature student, who returned to school after more than 10 years, this was exceedingly difficult for me, because I realized that I no longer have the same patience that I had in high school, I also did high school in Romania, and the educational system is quite different from the one in England. I could say that this is the first time I have heard of reflective writing. Moreover, the second major incident was to manage personal time with study time plus professional time. Being a mature student and supporting myself, I have to be incredibly careful about my schedule because the employer where I work is not very willing to help me with the program to make it easier for me at university. That's why I did a lot of the essay after school hours, and this sometimes had an extremely negative influence on my patience plus on my ability to stay focused.

1.5. Conclusion

At this phase of the Gibb's Reflective circle. While working to job adverts helps me to reflect on my team needs and performance. I put a lot of pressure on myself due to many employees left after first month due to incapability at work. This makes me to think about what mistake many job recruitments can make and how I can change the strategy and how I can approach differently. According to inc.com (2022), "They can find something else if it's not a great fit right away." And according to same sources "Forty percent of employees who left their jobs voluntarily within six months of starting in the position".

This phase helps me to improve my abilities and knowledge from academics and professional perspectives. Working with someone who I didn't know before was quite difficult, but this phrase shows me how important is to listen your colleagues' ideas.

1.6. Action plan

The last stage of Gibb's Reflective Circle is when I started to put my plans and thought into action. This phase of the cycle made me feel exceptionally good, because all my professional plans of both tasks have taken shape and I have seen some promising results.

4. Personal development plan (PDP)

According to CPD Online Collage, "To achieve success and happiness in your education, career and personal life, you should continuously improve your knowledge, skills and experience. This is known as personal development, which is a continuous lifelong process." My personal development plan I can strongly suggest that was the most important tools what helps me to finish my projects. The following PDP table was created to serve the most important core perspective what I learned from the group presentations during week 8 and, also from my personal assignment.

Skills	Process	Resources	Deadline	Metrics
Team working	Coordinate and build a team to improve and achieve company goals.	Personal Training, Perseverance's	April 2022	Staff and customer satisfaction, Reduce of costs Profit and Loss Time management
Public speaking	Record and analysing my own speech, Global debate course English speaking course	Corsera website, YouTube podcast Meeting friend group Think thank groups	April 2022	To be able to express myself in a professional manner and to speak straight and clearly to employees exactly what is company expectations
Team leader	I create quiet few various job adverts for our hotel's project. Also, helps me to identify the best person for the job advertising.	Website jobs	April 2022	Best candidate for job adverts for hiring the best candidate as possible.
Professionalism	Participate to leader meetings, SWOT Analys Performance review	Internet courses, Internal meetings	April 2022	Deliver company standards and personal standards in a professional manner

5. Reflect on group presentations

My group project starts a bit more difficult than my collages one, because I was absent on the day my colleagues were assigned in their groups, I chose to form a group with one of my colleagues who was in the same situation. The theme of the new project was a hotel project, and the search for a person for the position at the reception. The qualities that guided us in finding the perfect employee for us were the level of educational training, earlier experience. We have shared our responsibilities according to our personal and professional skills to gain time and be efficient. We each worked after work hours, we met on the Teams application. My colleague had the task of coordinating the graphic part of our project due to her digital ability and knowledge, and I had the responsibility to gather information about what employee needs, to analyse the employee market in this field and to contact future candidates. We choose to deliver our presentation on two phrases. My colleague speaks about what skills our employee needs to be a suitable candidate for our company, and myself I speak about our project theme, about our hotel concept and why we need to hire another receptionist. Overall, our group presentation was satisfactory for us, and the feedback from to our colleagues to whom we presented the project were positive. I can say was more than we expected.

6. Conclusion

Reflective writing is a process what will offer me a better understanding and will help me to learn from my own experiences, will give me an incredibly good point of view and will help me to identify any mistake and how I can improve myself and my work in the future. As a human being we must reflect about ourselves and our work all the time. During this term, Gibbs reflection helps me to improve my writing skills, improve my self-awareness, has extremely important tools for personal growth, and personal development. Moreover, I learned a lot about my personal and professional weaknesses and strengths such as public speaking, team working, respect the deadlines

7. References

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