

Training Material Self Reflection

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PARC LE BREOS

COUNTRY HOUSE



Self Reflection

Professional Development and Service Excellence

REFLECTIVE DIARY

Professional Development Log Purpose:

This diary is designed to help participants record weekly/ when needed reflections on their professional growth at Parc Le Breos, while also allowing supervisors or mentors to provide constructive feedback and support.

Instructions for Participants

- Complete one page each week after your shift or at the end of the week.
- Be honest — this is for your personal and professional growth.
- Use short bullet points if you prefer.
- Review it monthly with your supervisor or manager.

Instructions for Supervisors/Managers

- Read each week's reflection.
- Add brief, constructive comments under "Supervisor's Feedback."
- Suggest ways you or the team can support the staff member's goals.
- Encourage continued use of reflection as part of performance discussions.

Tips for Reflective Practice

- Reflect immediately after service while it's fresh in your mind.
- Be honest but constructive — focus on learning, not blame.
- Ask: "What can I do differently next time?"
- Celebrate small wins as well as big improvements.



Professional Reflection Log

Date	Area of Focus (What Happened)	What went well	What I could Improve	What I Learned	Action	Supervisor's Feedback/ Support Suggestions

Employee: _____
Supervisor: _____

Professional Reflection Log

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End-of-Month Summary (Participant Reflection)

•What progress have I made this month?

•What challenges am I still facing?

Supervisor's Monthly review

Strengths Noted	Areas to Develop	Agreed Action	Support to be Provided

Session Feedback Form

Please rate the following (1=Strongly Disagree; 2=Disagree; 3=Neither; 4=Agree; 5=Strongly Agree)

	1	2	3	4	5
The Session was engaging					
After the session I understand what self-reflection means					
After the session, I feel I can apply reflective practice to my work					
I found the workbook was useful					
I feel more confident about self reflection for my development					
Comment:					

Agenda	Activity
0-2 minutes	Welcome and Introduction
2-5 minutes	Identifying Issues
5-10 minutes	Understanding Reflection
10-17minutes	Interactive Group Activity (Applying Self reflection)
17-18 minutes	Mini Quiz
18-20minutes	Summary and Feedback

Training Material Self Reflection

GRADEMARK REPORT

FINAL GRADE

/100

GENERAL COMMENTS

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