

Introducing the Modern Workplace

Individual Report

Task 2

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Introduction

The following reflection report aims to reflect own experience while working as a member of a team-based project. To develop oneself professionally, two common aspects of corporate life are teamwork and collaboration. Having effective teamwork enables an individual to foster good interpersonal relationships and manage group dynamics. Groupwork has become an essential aspect of achieving success in professional life as it helps to contribute collectively towards a shared goal of the organisation (Driskell et al., 2018). In this module, each group consisting of 4 to 5 members is required to prepare a presentation. In this reflection report, I will aim to illuminate my experiences of working in a group and analyse the impacts of my actions on my team members. Most importantly, what I have learned throughout the period will be examined so that I can identify the areas which require some growth and development.

Application of Gibb's Reflective Model

To describe the experience of working in a team-based presentation, I have selected one of the widely recognized reflection models named Gibb's reflective model. This reflective model has six stages-description, feeling, evaluation, analysis, conclusion, and action plan (Adeani et al., 2020). In the following section, each stage of my experience will be discussed in detail.



Figure 1 Gibb's Reflective Cycle (Adeani et al., 2020)

Description

The first stage of Gibb's reflection model is known as the description stage in which a detailed description of the activities taking place while performing the task should be provided (Adeani et al., 2020). We have formed a group of 5 members to prepare this presentation. I performed the role of a team leader so my responsibility was to delegate the tasks among the team members based on their skills and competencies as the skillset of the individuals were unique. Initially, I faced some challenges such as a lack of cohesion and effort, lack of effective communication, lack of commitment, etc. As a team leader, I planned to divide the entire project into multiple segments but initially, I failed to communicate effectively with the team members and some deadlines were missed which created a frustrating environment. Then, we decided to regularly communicate via mail and group chats so that we could provide updates on the assigned task. Eventually, this idea worked for us and we were able to complete the project on time quite successfully.

Feeling

The second stage of Gibb's model is feelings where the emotional response towards the experience should be captured (Helyer, 2015). My overall experience of being a part of this team was very satisfying and meaningful though I faced some barriers in the initial stage. For my professional growth, I must develop the ability to do team-based projects and by working in this team, my teamwork ability has been enhanced. Also, I played the role of a leader which has contributed towards developing my leadership attributes. I feel very fortunate to work with a bunch of energetic and intelligent people who all possess a unique set of skills and knowledge. One of the biggest problems I faced during the project was scheduling the face-to-face meetings as all of the members were engaged in part-time jobs. There were some conflicts and disagreements during different stages but fortunately, we overcame all of the hindrances and submitted the presentation within the stipulated timeframe.

Evaluation

The third stage of Gibb's model is an evaluation where both positive and negative aspects of the experience should be evaluated to work effectively in future endeavours (Aneeis Hashim et al., 2023). I performed the role of a leader as well as a contributing member of the group. I was involved in researching the background of the organisation on which we were working and I provided useful insights regarding the leadership approach and organisational structure of that organisation to the team members. One of the positive experiences while performing the activities, I acknowledged the importance of teamwork and collaboration in the workplace and I also learned a lot of things from my groupmates as each of them has unique perspectives and ideas. Instead of relying on any single approach, we solved the issues by analysing multiple approaches. I evaluated that I have some lacking in terms of understanding individual communication styles for which the progress of the task was hampered in the initial phase.

Analysis

The fourth stage of this model is analysis in which a deep understanding of the underlying causes of the experiences should be considered (Aneeis Hashim et al., 2023). While analysing the entire group activity, I realized that I need to better understand the complexities of group dynamics as I fall short of adapting the things based on the situation. I acknowledged that the initial approach used by me was quite rigid and did not meet the specific criteria. A conflicting environment was created which was very disturbing for all of us and I think that my one-size-fits-all approach affected all the team members negatively. The preferences of each team member were different and I failed to understand such differences for which collaboration was affected among the members. The things which I have discovered the main reasons behind misunderstandings in the team were failure to provide clear instructions initially, improper distribution of tasks, etc.

Conclusion

The fifth stage of Gibb's model is the conclusion where the overall experience should be summarized and what could be done in a different form based on the learnings can be reflected (Helyer, 2015). After completing this team-based project, I have identified

some key skills which should be developed for my personal and professional growth such as time management, problem-solving, communication, listening, critical thinking, leadership, collaboration, etc. (Suleman, 2018). All of these skills are some important employability skills through which I will benefit in my professional career. I have learned some key lessons from this experience such as valuing other's opinions, raising self-awareness, clearly expressing my ideas, the importance of effective collaboration, etc.

Action Plan

The final stage of Gibb's reflective model is the action plan where a plan should be developed if a similar situation is encountered in future (Adeani et al., 2020). If I get opportunities to participate in a group-based project or activity, I will focus on improving my teamwork skills and leadership abilities. The things which I missed out on the previous experience will be on top preference this time. For instance, I will seek feedback from my team members regarding my leadership approach and communication style so that I can work on those areas. To prevent conflicts among the team members, I will establish clear goals and expectations using modern project management tools so that I can monitor the progress of each team member. To foster collaboration in the team, I will pay attention to active listening so that the difficulties or challenges being faced by the team members can be resolved quickly.

Reference

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