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Introduction

This assignment will be about reflective writing, it will outline what reflective writing is, the different approach you can take when doing this, and why it is important in this course, health, and social care. It will overlook the Gibbs Reflective Cycle in detail and how this can be used. There will also be a personal reflective report on the previous assignments that have taken place during this module, which will include the Gibbs Reflective Cycle. This rapport will cover the thoughts, feelings and things that would be changed or improved during the experience of the leading up to, the research, the drafts, and the final edit. There will then be a personal development plan including personal targets and then lastly it will be concluded.

What is reflective writing?

You will use reflective writing when you are reflecting on something you have done, it can be used when you are assessing your own work, for example, after a presentation or doing an assignment, it is often used by students. There are different styles and approach's you can take when drafting a reflective report. You can write about how you personally experienced things, while relating them to your module outcome. You may keep track of how far you have progressed over time. It is a way of expressing your thoughts, feelings, and reflecting on yourself. After a group presentation you may get feedback from other people or you can personally reflect on your experience about what may have happened, the purposes, and any difficulties you may have had. You will take from this to change the way you do things in the future (Hatton and Smith, 1995).

This is especially important in health and social care as it can improve your skills as a health care provider. It is an important skill to have as a health care professional, as they will need to make sure they are always learning and improving. (NursingAnswers.net, 2021)

In this job role you will have to do a lot of reflecting. You may be reflecting on a patient's case. (Koshy et al., 2017) states that "In medicine it is one of the best approaches to convert theoretical knowledge into practice." you will use it in your training all the way until you are fully qualified doing the job as you may use this for things such as, if you miss diagnose a patient, a dissatisfied patient, failed procure etc. (Koshy et al., 2017)

Gibbs Reflective Cycle

In 1988, Graham Gibbs developed the Gibbs' Reflective Cycle to help people have a Framework so they can learn from their experiences and be able to reflect on them. The six stages of the Cycle are, Description, this is what happened during the experience. Feelings, this is what you were feeling and thinking at the time. Evaluation, the good and bad of the experience. Analysis, this is when you would make sense of the situation. The conclusion, this would be what you have learned and decide what you would do differently. Then finally would be the action plan, this is where you would decide what you may do differently in the future. (The University of Edinburgh, 2021) There are also other ways of reflective writing, such as the Kolbs Experiential Learning cycle. This is based on theories about how people

learn by looking more in depth at the way people develop and understanding through experiences. This contains 4 stages: Concrete experience, Reflective observation, Abstract conceptualization, and active experimentation. (LibGuides: Reflective Practice Toolkit: Models of reflection, 2021)

Reflection on task 1

Task 1's title was 'Challenges of retaining nurses' I had to put together an assignment that conducted of 2,000 words. This was the first piece of work that we had to do for this module. It included topics such as, why there is a shortage of nurses and data relating to that, effects of pay and job satisfaction. For this I had to attend several lectures, note take, research, draft my work then make my final edit.

Before I started this assignment, I felt quite confident, as there was a lot of time for us to do this before it had to be submitted. I was happy and relaxed while I was doing my planning and I was just taking my time. I then began to become slightly nervous as time was pacing and I was struggling to find research on this topic. I then started to become more focused and start taking notes, and highlight key points from different articles, I was starting to get the hang of it and understanding what I was doing more which made me feel more determined. Note taking is one thing that will help you remember information as while you are doing this you are putting things into your own words. (McPherson, 2018) Highlighting helped me plan and pick out key information as (McPherson, 2018) says, by highlighting rather than just drifting your eyes over the text, it forces your eyes to read the words that are highlighted. I felt stressed out at times while I was writing my final piece as I was not sure if my work was going to be good enough or if I was going to hit the correct word count, which made me lose motivation. I then decided to take my time and found more information. I also found referencing hard to do but after some help and research, I began to understand. Once I finished, I sorted out my reference list then read over my work, checked the spelling, and made sure it was ready to upload. (McPherson, 2018)

I feel that doing this has helped me gain good and bad experiences. It has helped me to gain more confidence in doing assignments in the future, as this was the first one, I have done during my time at UWTSD. I have been able to work out what form of notetaking works well for me and how I can use this in the future. Although, there was some aspects I struggled with, such as referencing, but I took time to find out how this is done correctly, now it feels easier to do each time I do it. I feel that a negative impact this assignment had on me was not taking it seriously at first because I thought I had a lot of time to do it, so I feel like it could have been better than it is.

In conclusion, I have learned some new skills that will help me in the future. When I must face the same challenges again, I will be more aware of how to resolve these, I have also learned that I should not stress myself out as this does not help me to stay focused. I have learned that a big part of being able to do this task, and tasks similar I will need to focus more on my time management, I will plan things ahead, and not leave things till last minute. The benefits of time management that will contribute to the tasks I will do in the future are, having a low load, more productivity, fewer reworkings, less problems, and more free time (Advantages and disadvantages of time management, 2021) in future I will try to stay focused and motivate myself.

Reflection of task 2

Task 2 was a group presentation, within this we had to work together to create a survey about our chosen job role, which was 'A Family Support Worker'. Within the survey that we gave out, we needed to collect information to create a PowerPoint on the main skills needed for this role. As a group we create a presentation that we presented to our peers.

I feel confident working in a team, as I get along well with my peers. We all planned what part we were going to do and split the workload evenly, so it did not feel like one of us was doing more than others. Putting together the presentation I felt was easy, and I enjoyed doing this. But as the time was coming closer, I feel like I had not practiced my lines enough which was making me extremely nervous as I was just trying to remember but would keep forgetting every time, I was practicing reading out long. Personally, I am not confident when speaking in front of a group, so this task was quite difficult for me. I was pressuring myself to make sure I did not mess up and this began to make my anxiety worse. I decided that I would write down my words on a piece of paper and read off that instead. Leading up to our turn one of our peers was running late and we were not sure if she completed her part of the task, so we improvised and finished it for her just in case, this was not a problem as my group stepped in to work together. I believe my peers could tell I was not confident as I spent the whole time reading off a piece of paper.

As a team we all worked very well together, this has made me feel positive about the situation as I know I can look for support in my peers. The presentation overall went quite well but could have went better, the feedback stated that as a team one of our strongest skills we are working as a team, and the skill we need to work on was public speaking.

In conclusion, I have gained knowledge and experiences from this task. I know need to work on my time management as I previously mentioned in task 1. I would give myself enough time to practice, and as a group we could do a practice run. This would help me to feel more confident.

In future I will start my work earlier, I would plan to make sure I have enough time to go through my assignments or presentation, so that I am confident enough to complete these tasks. I will make sure that I do not think negative, as by doing this it makes it seem daunting. If I make sure to feel positive and motivated, I will achieve greater things. I will also overtime work on my confidence, a way that I can do this is by doing some research and gaining some tips, for example by visualising my success, by not let past experiences haunt me, and by following a clear structure. (How to Build Confidence in Public Speaking - FilthyRichExclusive,2021)

Personal Development Plan

Personal Target	How will I achieve this?	How will this improve my academic or employability prospects?	How will I know that I have achieved this?	When will I achieve this by?

1. Time management	I will achieve this by planning well before the deadline of my tasks to make sure I have enough time. And by planning what I will be doing and when, this way I will feel organised.	This will allow me to complete deadlines on time and work to the best of my ability.	I will feel more at ease when doing assignments, I will have completed them before the deadline.	The end of my course.
2. More confidence during a presentation	I will achieve this by practising beforehand and turning my nerves into excitement. I will keep my positive energy and overcome my fears.	This will also help me to achieve higher by being able to present to a higher standard and potentially receive higher marks.	I will not worry or be nervous when presenting.	After doing a few more presentations.
3. Stay determined and motivated	I will achieve this by setting myself targets and deadlines. I will not force myself to complete tasks when I am feeling stressed. I will ask for help when it is necessary and stay focused.	This will help me as I will be able to enjoy what I am doing, by staying determined and motivated it will encourage me to work harder.	I will feel motivated and happy rather than stressed when doing assignments.	Hopefully, when I am doing my next assignment.

Conclusion

By doing this module I have learned that it takes a lot of determination and motivation. I have learned that research and planning are the most important things while doing assignments. I now know how to prepare myself for the future during this course at UWTSD and this has made me feel more at ease and ready for what is next to come. In my future modules I am going to make sure I am time efficient; I will try to make sure I do not lose focus and motivation, but I will also make sure that I do not put too much pressure on myself as this can cause me to not feel determined. I look forward to learning new things and experiences in the future.

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