



UNIVERSITY OF WALES
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Introducing in Modern Workplace Reflective Report

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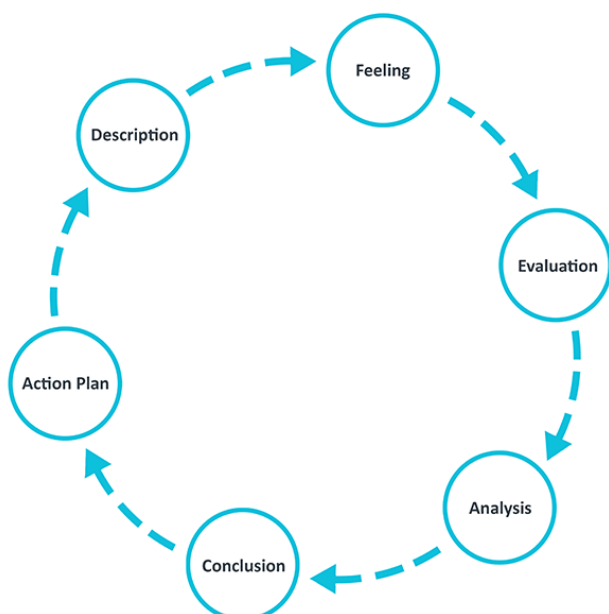
1.Introduction

This report is reflection of my experience working in group and insight coming from it. I will follow Gibbs Reflection Model as a structure to help me identify and analyse what I can improve in my practice in future. That will encourage my self awareness and will increase my understanding of others.

2.Main Body

2.1. What is Gibbs Reflection Model

According to Gibbs (1988) the model is established with 6 section with questions which required answers who give us better understanding of the reflection. The main idea of the model is to disconnect the feelings and design systemic reflections. Following the model I will start with Description, followed by Feeling, Evaluation , Analysis, Conclusion, and Action plan to go deep as possible in my reflection



Gibbs Reflection Model
Available at : <https://www.ed.ac.uk/reflection/reflection-toolkit/reflecting-on-experience/gibbs->

2.2.Reflection

Description

For assignment one, task one was to created and present in class, a group presentation which required group of four or five people which divide the task between them and of the end present front of our lecturer and his mentor include our colleagues.

I was chosen as group leader and I quickly delegate the task between us. I set up a deadline few days earlier before the day of submission. The task was to choose a United Kingdom company where we can practice our outcome learnings form the Introducing in Modern Workplace module.

From what we learn in class I decide to use democratic style of leadership and I encourage for open conversation and discussion about which company we should choose to make it everyone feel comfortable to research and present about it. However, because of the diversity and our different lifestyle we never manage to sit and talk together in person, but we was flexible enough even during our daily responsibility out from the class to keep discussing, planing and help each other via social media and online chats. Therefore, one of the members was difficult to reach and communicate with and he couldn't manage to show up on the presentation day, but together with the rest of the group we manage to submit our assignment on time.

Feelings

That was our first presentation and as a something new which we never experienced before everyone including myself was nervous and a bit scared. However, I manage to transform that feeling to motivation which drive true the whole experience. One of the group member was very irresponsible which bring frustration feelings. Moreover, once we submit our assessment presentation on time and presented in class that make me feel very satisfied and more confident for the future projects.

Evaluation

My mindset was always to take whatever challenges I got and I convert them to opportunities where I gain knowledge and lessons from the current situation. Our group presentation was example for it. We are random group of people which don't really know each other with one goal. The fact that majority of the group was with not enough presentation skills knowledge and some of them miss the attendance in class, everyone contribute with positive attitude and work together to finish the work on time.

Analisis

I think the reason of our work went well is because of our open and honest conversations where everyone share what strengths and weaknesses they have. This discussions contribute understanding where we can help each other and how to feel the gaps. I have experience work with group of people before and I explore that is the way which take the best outcomes form each individual team or group member and everyone feel appreciated.

During the our lectures in term one and term two there was really helpful literatures which help me to understand the situation and organise and inspire the group to approached goals and targets.

According to Cottrell (2019) work in a group or team help each team members to improve their listening and communication skills, and leadership skills. That was my second time as a group leader and I can say that working in groups does improve my leadership and communication skills which drive my motivation.

Conclusion

After our first group presentation I have learn that planing in advance prevents future failure. Nevertheless, the good communication and listening helping to divide the work in the group not equal, but in the way that participation feel comfortable and confident do it. As a group leader I have learn to listen and identify the strengths and weakness. Base on that to spread the work between us, which reduce the stress and the pressure in the group.

Action Plan

When I work in groups again I will definitely start with the open and honest conversation, especially if we don't know each other. I will request group meeting in face, because that what will break the ice between us and will help to know each other. However, if that not possible again I will find another way to reach and understand other group members needs and priorities and divide the tasks shaped on their skills in a positive way to make sure I gain the best outcome from the group. I would suggest earlier deadlines just to give us time for more feedback and practice just to increase our confidence. Moreover

3. Conclusion

Overall it was great experience where I have opportunity to practice the outcome from our lectures, the researches which I made and actually use all that in a real life satiation. That just solidify my presentation, communication and leadership skills. Work with different group of people out of my comfort zone and achieving our goal was absolutely beneficial I believe not just for me ,but for everyone in the group.

References

Cottrell, S (2019) *The study skills handbook*. 5th end. London: Macmillan

Gibbs, G. (1988) *Learning by Doing: A guide to teaching and learning methods*. Further Education Unit, Oxford Brookes University, Oxford.

The University of Edinburgh (2023) *Gibbs reflective Cycle*. Available at <https://www.ed.ac.uk/reflection/reflectors-toolkit/reflecting-on-experience/gibbs-reflective-cycle> (Accessed on 26 July 2023).