

LCBB4003 Introducing the Modern Workplace Report

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Introduction

This reflective report gives me the great opportunity to reflect on my experience to work in the group for the presentation (King, 2002). Through the presentation, I have been able to gather important information regarding British Airways and their workplace. To collect the information, gather information, and arrange the information, our group have worked together at every step which made the presentation coherent. Through this report, I will take the opportunity to express my role and my contribution in the team, as well as what I have learned through working in the group setting. The Gibbs Reflective Cycle is a famous model that is being used for reflective writings for a long time, and I will take the opportunity to use this cycle to reflect my experience in this report (Ibrahim, 2017).

Gibbs Reflective Cycle

Description

We formed a group of five where the group members had different background which helped to look at the task from different perspective. As all of the group members were interested in the aviation industry, so the group members were eager to participate in the group meetings which helped to work as a team. In the first group meetings, we had assigned a specific sub topic for each group member which helped to organize the information collection phase. Though we faced challenges such as the group members not being able to find necessary information, other group members suggested where the information might be available which helped to gather the information. Each group member had a unique strength as some were able to perform the research where as others were expert in creating the presentation slides.

Feelings

I had a mixed feelings of excitement and fear because I was excited about presenting the interesting information I was able to collect, but I was feeling the fear of presenting the information to a large audience. I tried to maintain a positive tone during our group meetings and we were open to feedbacks from other team members regarding our works. We tried to maintain

a supportive atmosphere so that everyone that was working in the group had the opportunity to express what they feel or plan to do in the presentation.

Evaluation

We were stick to the roles that were assigned to each of us which helped us to gather the information, organize it, and present it effectively during the presentation. We had group members who were experts to find information through the internet which helped us to collect the important information regarding British Airways. Others were assigned to gather information as well but the percentage of information that they had to find was relatively less, instead they were focused on creating the presentation as they were expert on creating presentation. As all the group members were able to work at things that they excel, the group work became productive and everyone actively contributed in the task. I have found that I had to adapt several things while working in a team setting because some people were finding it difficult to find a specific information which was very important for the completion of the task. So, I had to adopt and perform that task by myself so that the task gets done without any objection, and that group member was assigned to some other tasks to ensure his contribution.

Analysis

By looking at my contribution in the group setting, I can claim that I had contributed to ensure effective communication among all the group members during the group meetings. During the first group meetings, two group members were being talkative, but the others were feeling uncomfortable to share their viewpoint. So, I took steps and made sure that everyone is heard to create the presentation. From the next group meeting, everyone was being able to share their ideas which helped to create a presentation that is coherent from start to finish. There were some conflicts of ideas among the group members which was handled constructively by the other group members (Hirokawa and Poole, 1996). The conflict was addressed openly which gave the opportunity to present the feelings of each person related to the conflict, and this open conversation resulted in solving the issues (Atwater and Waldman, 2007). It taught me how to handle conflicts in a group setting while maintaining the trust and respect for each other.

Conclusion

The presentation task has helped us to learn several skills such as searching information on the internet, creating presentation to present effectively, but most importantly, it has helped us to go through several learning experience that will prove invaluable in the future. I have realized the importance of effective communication as well as how to work effectively in a group to achieve a specific goal. I have also learned to identify the strengths of my team members and utilize it effectively.

Action Plan

I will be working to improve my leadership skill so that I can become more effective as a leader in similar group settings. I will be asking for feedbacks regarding my work as a leader as well as my contribution in the group which will help me to improve myself as a leader as well as a team member in group settings (Adair, 2007). I will attend leadership seminars and workshops which will educate me on how to improve my leadership skill (Adair, 2007).

Conclusion

This reflective report has helped me to summarize my experience of working in the group as well as gain a deeper understanding of the strength that I possess. The group setting to perform the task has helped me to gain interesting insights regarding the company and their workplace, but working in the group has been part of my learning curve as well. The lessons that I have learned through working in the group will help me to become a better group member and I am hoping to make more effective contribution in the group.

References

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