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Assignment: Rework Reflective Writing

A Report on Reflective Writing

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A Report on Reflective Writing

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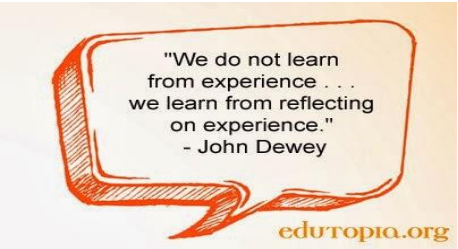
Introduction

“To support reflective skills development, French nursing students write analyses of professional situations (Situation Analysis... “. Timizar-Le Pen, T. *et al.* (2020) To describe the word, reflect my interpretation would be to look back on a memory of an event or situation, reflective writing is to write about the memory or event but add personal feelings but, professional reflective writing is a skill used in academic settings that allows an individual to analyse on how they think about a situation or an event as this enables the individual to better understand the subject they are writing about The report aims to describe in detail what reflective writing entails with researched information about the topic. Also, in my report explanatory evidence will be discussed regarding Employability Skills in the workplace.



Source: John Dewey (2019)

Understanding Reflective Writing

Reflective writing is a thought process meaning thinking about or reflecting on a situation or experience than writing down the accounts of the situation or experience by drawing on its reflection with feelings further to my understanding of reflective writing authors Kathpalia, and Heah (2008) within their research also agreed with author Fink (2003), who also stated: “reflective writing focuses on the writer’s learning experience itself and attempts to identify its significance of a given learning experience, primarily for the writer.” Consequently, focusing on thoughts, feelings, and experience rather than a description of the experience is a thought process from the perspective of a personal experience. “Clinical supervision involves regular, protected time for reflection. Adequately prepared supervisors are essential, however there is limited knowledge about education.” Harvey, S. *et al.* (2020). Professional reflective writing is a sequence of academic skills describing an experience and analyse it then an explanation of what you learned from the experience see (Diagram I) illustrates the fundamental differences between reflective writing and professional academic reflective writing.

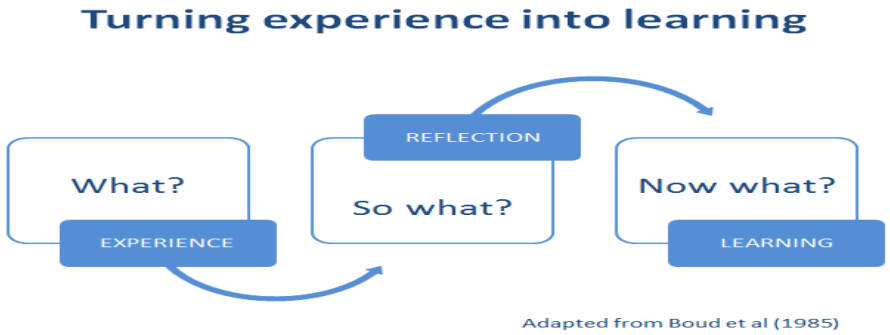


Diagram I: Source Unknown

Models of Reflection

Models of reflection are structured frameworks for the reflective process with an emphasis on personal and situational analysis and improvement, description of its content in understanding how these models work will be explored. Based on Bassot (2020) describes three of the reflection models that can be used are; ERA, Driscoll, and Kolb.

Kolb's Experiential Model

Kolb's model (1984) (Diagram IV) takes the framework further that canter on the concept of the development of thinking and understanding through the actual experiences which is derived in four stages:

· Concrete experience

· Reflective observation

· Abstract conceptualisation (a process of developing an idea)

· Active experimentation

The process starts with an experience of something or a repeat eat of something that has happened in the past then reflecting on the experience encountered noting that it is a new experience and from the result of that encounter thinking about what could be done to resolve it particularly if it is an experience that has not been encountered before and tries to figure out why or what went wrong at this point address the new idea and apply to different situations. This type of method is direct learning of our experiences and reflections. Kolb's reflective cycle presents the audience with a view that if you touch something that is hot, be burned and be more cautious by something that could potentially hurt in the future.

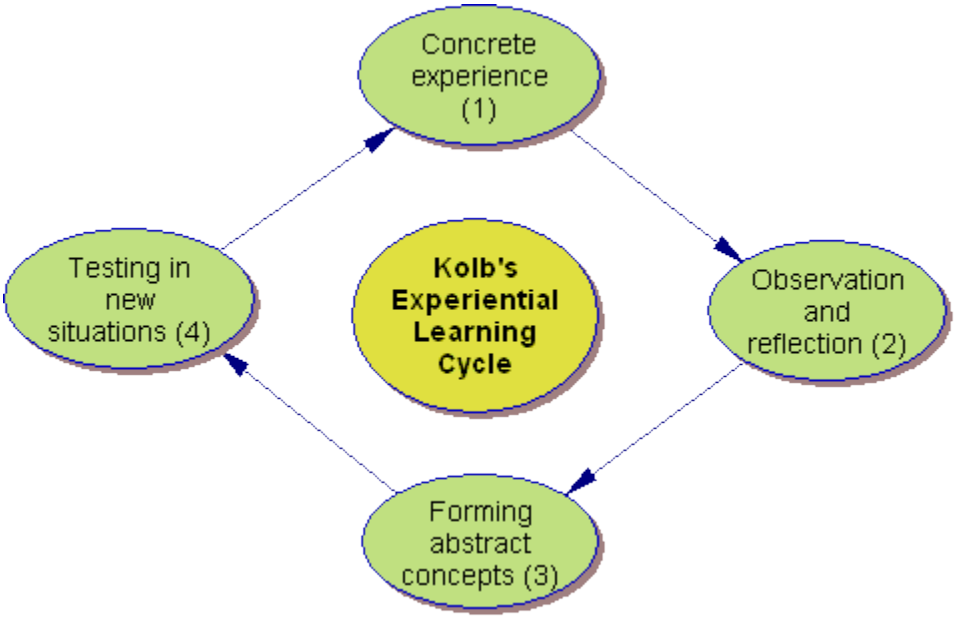


Diagram IV: Source Kolb's Model (1984)

The Gibbs Reflective Cycle

Gibbs's (1988) framework see (Diagram V) has more stages added six to be exact although they are quite complex these stages comprise the following thought process concept when reflecting. Based on the experiential cycle it describes the event focusing on the feelings the next stage evaluates the situation it then to analyse the outcome of the event. This will result in the conclusion about what action if there is one to take and what would you do differently based on the outcome in the final stage of the model construct an action plan of what steps to take to prevent the event occurring again.

- **Description**
- **Feelings**
- **Evaluation**
- **Analysis**
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- **Action Plan**

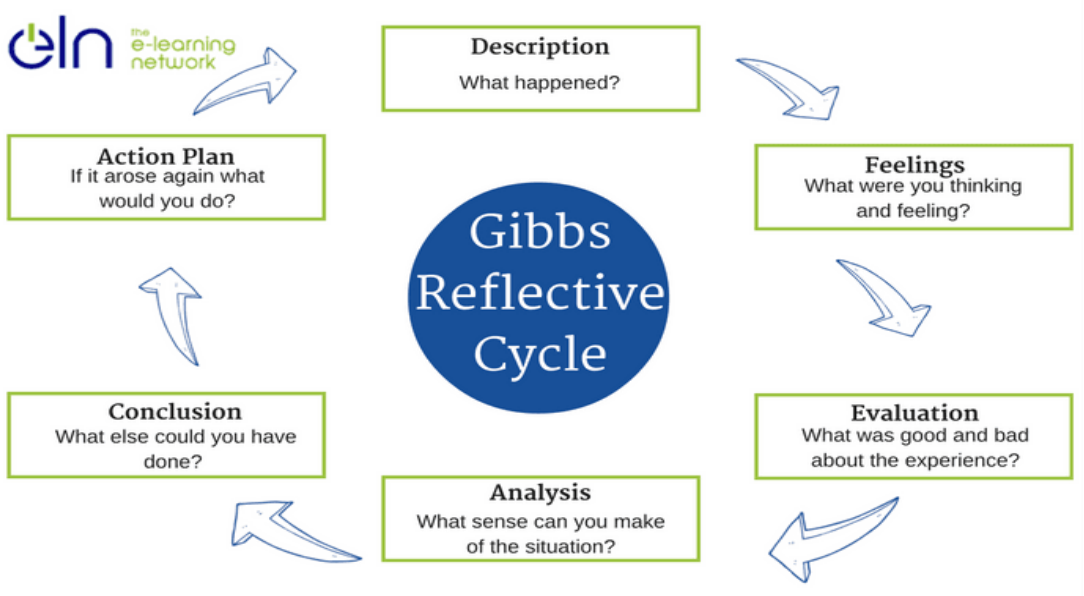

Diagram V: Gibbs Cycle of Reflection (1988)

Conclusion

To conclude, based on the models researched, the Gibbs Model is ideally used academically when writing reflectively. It allows you to think critically about each of your experiences in stages represented by the outcome of an action plan to reflect on and improve on.

Description

The second part of my report is a requirement of Professional Reflective Writing to include in the report which was implemented in the Employability Skills section and was covered through doing a presentation on the subject in total I had to draft the report in 2500 words.

Feelings

Initially, when the task was handed to myself, I thought how am I going to deliver this report on time and how can I do this in 2500 words? I also felt that if I had only submitted both these reports on time I would not be in this predicament. Worst of all, the fact I had to do a rework on one of the assignments for which I had handed in previously was daunting. I felt at a loss as I was unsure of what correct approach to start with in doing the task.

Evaluation

Although I submitted the first part of the assignment on time on the feedback, my referencing let me down as I did not research and use the citations appropriately an especially important piece of information which would have given me a better mark on my paper.

Analysis

Prioritising is a key factor if I am to complete assignments on time that is an important lesson that I have learned throughout, however, referencing was also a challenge as I had to practice where and how to cite to support my research that would be relevant to doing the report the commitment and the drive to do well is prevalent if I want to be successful in getting my qualification.

Conclusion

Valued lessons to be learned are life-learning skills adapted to working environments and studying. I have realised that distractions and at times circumstantial situations can

overcompensate and become an obstacle, however, this is inexcusable as if I put these skills that I have been taught into practice and apply myself I can do the work that is expected of me.

Plan of Action

Overall time management, using the CRAAP test and learning how to reference with citation using the Harvard Handbook would benefited me if I had made use of these sources first-hand, Using the Gibbs model on reflection also enabled me to identify all aspects of my actions throughout each task set out countering a reaction of expressing my feelings and thoughts of each process.

Group Presentation Report

Description

In groups of four, the task was to research and design a job role to be advertised in the format of our choice and then do a presentation in front of an audience. In keeping with the task's requirements, I was appointed team leader to oversee the project to ensure it was completed and delivered on time, discussions and decisions were made as I delegated a task to each member so that we were able to make joint decisions before the finalise project. Plus, having one member unavailable to participate in the presentation on the day will not be an issue.

Feelings

As the appointed team leader, I had a mixture of nervousness and fear, to begin with as I wanted to make a good impression on the team members involved and not let them down and I did not want to come across as incompetent or worse a failure. Once it was established that I was the team leader and as daunting as it was at the time I felt at ease and relaxed as we all interacted well and the task was getting off to a promising start,

Evaluation

On the day of the presentation, the two other members did not show this was an unexpected turn of events beyond my control as I was unable to gain access to PowerPoint since it was under the administrator's name therefore it would require permission as it should have been set up initially so that everyone would have access to make changes as and when but more importantly to proceed with the presentation. Having to think on my feet I tried to make contact but got no answer as the person was abroad. I also was unable to contact the other two as I did not have their contact number either. At this point, I sought help accessing PowerPoint so I could proceed with the presentation, which went well. I clearly spoke and engaged my audience through my body language answering all the questions. Surprisingly, I scored quite well on the

feedback on the Job Advert Evaluation form covering all the areas apart from the question asking about working as part of a team which a low score was given.

Analysis

Although the presentation was delivered successfully the reliance on the other members of the team not being present showed that they not only let me down but let themselves down as the feedback suggests. I could have done things differently by ensuring we were able to communicate just in case of these unforeseen incidences, I have also identified that better preparation beforehand could of being avoided if I had a plan of action for example to make sure everything would go according to plan,

Conclusion

I can conclude that although all aspects of the task were covered and the work produced was completed as a group, unfortunately, we did not work effectively as a team the lack of communication and the absence of the others overall was poor teamwork. Valuable lessons were learned and helped me to recognise and identify what areas I will need to develop and improve, furthermore, creating a document to outline my objectives to deal with each task initially would of eliminate any impact of the group's failure.

Action Plan

To accomplish my mission and goals below I have created a personal development plan that will enable me to focus on my objectives in the coming months, The plan outlines my timeline monitoring my progression throughout upon each completion of the task this will enable me to identify and reflect on how I could improve.

Personal Development Plan

Personal Target	How Will I Achieve this?	How Will this Improve my academic or employability skills?	How Will I know that I have achieve this?	When will I achieve this by

Submitting my assignments on time	**Using the 4D Strategy**	**I must learn to priorities assignments to submit on time**	**Putting this into practice to manage my time effectively will improve my overall marking**	**December**
Referencing and Citations correctly	**Attend classes that can teach you how to reference and cite correctly**	**Will improve my knowledge of referencing correctly**	**Better marking will boost my confidence**	**December**
Complete all my modules to get on to the next higher course Level 5 & 6	**Determination and the discipline to complete my retakes if or should it be required**	**Increase my chances of getting a better paid job**	**By attaining the certificates will look good on my CV but**	**May 23**

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