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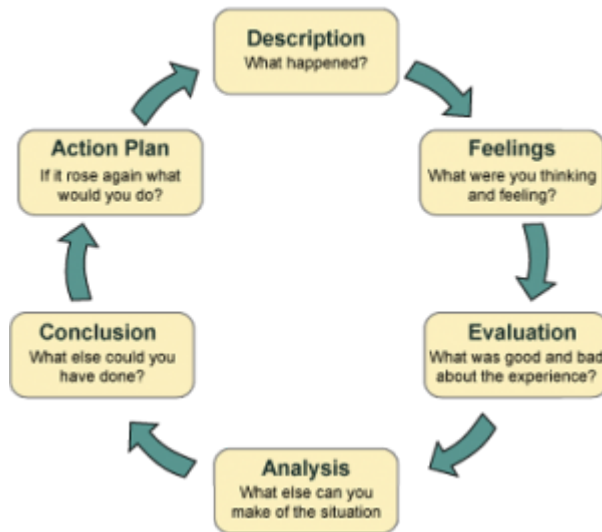
Reflective report

We capture knowledge through seeing, hearing, doing and saying. We also learn by drawing conclusions from what we are exposed to or engaged in. This reflective essay contains my learning experience while tackling task 1, which, was about '*the most effective way of motivating staff*.' It will also contain my experience on working in a group on week 8 activity. I am going to use Gibbs model of reflection, which, is a six step of self-reflection.

I chose this model because it is a popular model of reflection, which aids people to learn from experience. As mentioned, it entails six stages of reflection that enables the reflector to think through every aspect of an experience or activity. This model is unique as it incorporates both actions, knowledge, emotions and suggests that experiences are repeated. Therefore, the model is a more flexible way of examining a situation critically to enable future changes. The six stages include description of the activity or experience, feelings, evaluation, analysis, conclusion and an action plan. The diagram below gives a visual impression about the Gibbs cycle of reflection.

This is Gibbs model of reflection

Gibbs Reflective Cycle



Description

I will be reflecting on task one, which is about *the most effective way of motivating staff* and my experience in working in a group in week 8 activity. Task 1 is about an academic report evaluating various staff motivation strategies and the challenges that cling on motivating staff. In this report, I was supposed to use existing literatures. I used four pieces of literature presented in class and additional literatures, which I found from research gate and other journal archives.

The other area of reflection, working in a group, involved an active involvement in group work and all the activities taking place in the group. The group members organized themselves and proposed a group team leader, a secretary and time leader. The team leader was supposed to lead and coordinate task allocations and made sure that every member attended the group meetings and that everyone was given equal chances of participating. The secretary, who was a kinaesthetic kind of a learner, was to take important notes for the group including documentation of various tasks submitted by other members.

Feeling

Prior to task one, I had not done any report writing involving use of literature. I had no particular experience in this. Ultimately, I did not feel confident. I was anxious and stuck

between battling between the how and when to do it. How can I reach the conclusions on what is effective or not? How can I organize my through until I reach this conclusion? Will I present it in a manner that is required by my instructor? What will be effects if I present a sketchy work? These questions among others raced in my mind. Nevertheless, something came out slowly but powerful enough to conquer the negative feelings in me. “No human being is limited.” This are the exact words that kept on resounding in my mind, encouraging me to take up the task and immerse myself fully in it. For nothing is impossible for the right mind. Therefore, I had to be confident that I would produce what is needed. From this experience of feelings, I learnt that our capabilities lies on what we think about ourselves. If we believe we can do it, we will do it. Nevertheless, if we believe that we cannot, we will fail or end-up not even attempting.

On the other hand, being involved in-group work sparked different feelings in myself. With no intention of playing a huge role in the group, I found myself as the right candidate to take up the role of team leader. Team leading has never been part of myself. As in the other case, I was not confident enough but I felt an urge to try out something in my life. Therefore, I volunteered to take this task, which I had no idea of how to go about it. “We trust you can do it...” is one of the phrases from a group member that encouraged me most. Throughout my life, I have come to realize that human beings will always remain in their small circles if they are comfortable enough in their current environment. When you are comfortable, there is a tendency of ignoring to uptake other difficult tasks that present in their lives. However, this is a sad story for people in a village with the same mind. They never grow or develop. When they find themselves in the back door and sidelined, they tend to blame others. Up taking this role, which to me was as dark as the night, means that I had to give light to myself. I had to be that person whom I wanted to be, and this was my first step toward self-actualization. From a small group, the experience can be good enough to uptake such kind of roles in bigger

groups. Thrilled by this, I had to concentrate on what is important and avoid what is not important. What was important is that, I had the role and I had to strategize to deliver.

Sometimes our feelings are sparked from what other people say about us. Everyone eyes that moment when someone is going to say, “Impressive! Well-done! This is wonderful...” I had to imagine about this feeling in my work strategy development so that I can deliver something worthy of appreciation and recognition.

Evaluation

There was much to learn from this experience. There were both bad and good elements which led to increased understanding of report writing, working in a group especially as a team leader. The worst moments in report, writing was the initial demotivating factors. I lacked confidence and hope of producing good results. I did not realize that I had the best hook to fish at hand; I only looked at my experience level, which was at point zero of the measurement scales. I feared and doubted myself and my heart was broken. In trying, I had to make drafts that I remember tearing them and throwing in the trash. My ideas were disoriented maybe because I had not developed positivity in me. The worst moment of all was ego. Everybody knew that I had mastered everything in this world considering of how sharp people perceived I was. Criticism followed immediately I say, “I have no idea.” I had nobody to consult and my heart, and spirit were broken. I felt exhausted and lacked the energy of continuing. However, as they say, there is no limitation to human beings. Moreover, this resulted into my best moments with the task and for the group activities.

The most important part of these two activities is that, I was able to complete the tasks on time. I followed the right format of report writing and referenced my work using Harvard referencing style. Though I received criticism, there are still some colleagues who had to understand me. They were there to form a discussion with me. In addition, together we cracked a way through which we had to perform albeit our initial negative feelings.

As a team leader in my group, I was able to lead my team towards successful completion of activities. I was able to come up with strategies of guiding the group. The mother of these strategies was to ask the group members to define what is wrong and right for the group. Therefore, we were able to make group rules, which had some consequences that followed a breach of one of them. I had to ask important questions that included; how do you capture information better? Which kind of learning strategies will we incorporate in our group? By asking these questions, we had the ability to easily choose our secretary, who was a kinaesthetic type of learner. We chose our presenter, we knew who will talk first and last and we had to evaluate which mechanisms we will use to make everyone feel incorporated.

Analysis

Much of human experience are of no use in their future life. Nevertheless, some experiences are very useful. This reflection has helped me to learn and be knowledgeable on is important in my future life. Without learning, human beings are prone to make repeated mistakes. Experience learning helps us create opportunities and multiple ways of solving problems, receive personal encouragement and find unique ways of solving tasks. It also helps in better grasp of concepts. As we reflect, I get to have better information, which are easier to learn.

From these experiences, I learnt that all people are important. There are those who motivate you, give you strength to begin and continue. Some actually understand you better than they actually understand others and they are there to alleviate your broken spirit. Some kill your spirit, discourage you or may not even understand the battles you are involved in. They are not the right people for us. I have learnt that we normally fail because of our intrinsic feelings, which may be due to fear, uncertainties of what will happen if we tried. They may be also born from lack of experience and inferiority complex. However, creating a positive mind is the only tool that is needed towards self-actualization. Believe you can and

you will. Start and make sure you finish. Take up difficult roles and learn to do them. By doing so, you get experience, exposure and expertise. We also grow and move out of our comfort zones to become more productive than we initially were.

Conclusion (What else could you have done?)

As realized, there are several things, which went wrong. I struggled to finish the task due to time constraints. I had plenty of time but I wasted much of my time in fear mode. I could have ignored negativity from friend and from myself and start up taking the task just as I did in up taking the role of team leader. As compared to both, being a team leader was very easier as it came out of me voluntarily and I had the urge to try something new, which goes hand in hand with my future aspirations. Similarly, I would have avoided the constraints with time if I had developed the same positive mind. Instead of waiting for ego to take the better side of myself, I would have just gone ahead of identifying the right minds who are ready to share their minds. I would not have waited for them because it is difficult to be found but it is easy to find people. Therefore, I conclude that, it is necessary for us to develop through learning from experiences. When we learn from experiences, we avoid future mistakes. We also find it easier to solve interrelated problems easily and effectively.

Action plan

What was the feedback from my classmates? In summary, the most frequent feedback were encouraging. They were both impressive. Most importantly, they outlined areas of weaknesses and what I should do better. I have realized that for anything positive to be achieved, we must move out of our comfort zones, strategize and make a plan to avoid future failure. What shall I be doing in future? I will start by creating a right mind in time. Set my own principles that will motivate me when faced with discouragements. I will also start focussing on making a plan for any task. Plans make work easier because we tend to focus on working according to plan. Whether I have the right mind or not, a plan will steer me toward

dealing with any task regardless of how I perceive it. According to the recommendation by my classmates, I should also improve on my line of thought and structure my work from point A to lead to point B and so on. I will also start consulting and move out of ego. Consulting will not only elevate my positivity but it will also minimize time of worry, negative feeling and demotivation. Lastly, I will make sure that