

| REFLECTION TOOL GUIDE | |
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| DESCRIPTION What happened? | <p><i>This part is not analytical, it is descriptive, it describes an experience</i></p> <p>Using specific and relevant detail, give a concise description of your experience (i.e. what you are reflecting on).</p> |
| FEELINGS What were you thinking and feeling? How did you react? | <p><i>This part is not analytical, it is descriptive, it describes personal feelings and thoughts and actions (reactions)</i></p> <p>Answer any of the following questions that you think are relevant to the experience:</p> <ul style="list-style-type: none"> • How did you feel and what did you think prior to the experience? • How did you feel and what did you think during the experience? • How did you react during the experience? • How did you feel and what did you think after the experience? |
| EVALUATION What was good and bad about the situation? | <p><i>This part is not analytical, it makes positive and/or negative judgements about an experience.</i></p> <p><i>If a lot of different things happened during the experience, focus on one or two, try to choose the things that are most important, most relevant or most representative of the experience</i></p> <p>Answer any of the following that you think are relevant to the experience:</p> <ul style="list-style-type: none"> • What went well during the experience (what worked)? • What went badly during the experience (what didn't work)? • How did the experience end? Was the experience complete (was there a resolution) or incomplete? |
| ANALYSIS What sense can you make of the situation? Why did it happen / develop? | <p><i>This part is analytical, it does not describe, it tries to explain the causes and consequences of things that happened, it asks questions like why?, so what? and what if?</i></p> <ul style="list-style-type: none"> • Reconsider the things that went well / badly and write why you think they went badly / well (causes of action). • Reconsider the things that went well / badly and write what you think this led to (consequences of action). • Think about what could have been done to have avoided these negative consequences OR improve positive actions • Think about your contribution to the experience and say how useful it was and why it was useful (did a previous experience help you? can you compare it to a previous experience?). If you were unable to contribute to the experience say why. • Think about other people present during the experience and try to assess whether their reactions were similar or different to yours. Try to say why they were the same or different. |

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| <p>CONCLUSION What else could you have done? "If only...!"</p> | <p><i>This part sums up what you learnt from the experience</i></p> <p><i>Try to be specific about what you learnt or realised about yourself, give specific details (avoid making general statements like "I didn't have the adequate knowledge")</i></p> <p>Reconsider the experience and answer any of the following questions that you think are relevant:</p> <ul style="list-style-type: none"> • What should or could I have done differently? • What stopped me from doing this? • What did I learn about myself during the experience (positive and/or negative)? • What did I learn about my current knowledge or level of practice (strengths and weaknesses)? • Did the experience achieve any of my learning goals or meet any of my required competencies? |
| <p>ACTION PLAN What would you do differently next time?</p> | <p><i>This part is not analytical, it states actions designed to improve knowledge, ability, skills etc., you can include the justification for and value of actions in the action plan (i.e. why you plan to do something)</i></p> <p><i>Try to be specific (e.g. state specific training, books or policy guidelines you will need to read, resources you may need to use and become proficient in etc.)</i></p> <p>Answer any of the following that you think are relevant to making a plan:</p> <ul style="list-style-type: none"> • What do I need to do in order to be better prepared to face this experience in future? • Even if the experience was positive and I did well, in which areas can I improve? • What are the priority areas that need to be developed? • What specific steps do I need to take in order to achieve these improvements? |

Based on work by Peter Lia: Learning Support Tutor: Disability Advisory Service: KCL