**Reflection as a tool for success**

Gail Alani – University of Southampton *(UK Student Recruitment Manager)*

16th January 2020

Personal and professional development has been important, not just for job opportunities, but for professional skills, and reflection is important in that.

**In pairs or groups** –

* What does the term reflective practice mean to you?
* What sort of things might it be useful to reflect on in the workplace?
* How much time do you currently spend reflecting?
* Does anything get in the way?

Comments;

* Reflecting on events and organisational processes
* Self evaluation of work
* Not being overly negative, or emotional as to whether something was good or bad,
* More feelings orientated than data orientated
* Time is precious and we don’t spend time reflecting enough – like a hamster wheel.
* Definition – “reflective practice is the ability to reflect on one’s actions so as to engage in a process of continuous learning”

**Importance of reflective practice**

* The foundation of professional development which deepens learning
* Increases self awareness
* Identify personal and professional strengths
* Enhances decision making
* Increases opportunities to innovate
* Benefits wider organisation

**Understanding ourselves is key**

Our values reflect our motivations, Taking a personality test would be beneficial *(like myers briggs)*

Take a look, and have a go at the free Barrett Personal Values assessment *(link in slides)*

Johari Window is also a useful tool for self reflection *(hand outs on table to have a go)*

* Shared stories about what we know about ourselves, and what others might not know about us.
* Including anonoymous reflection of others tool *(360 – refenced in slides)*
* What do I do well, what do I not do as well?   
  - How can we find our blindspot? *(something we don’t see but others see)*
* Who would you ask to tell you your blindsport?   
  - Service providers, managers or colleagues.   
  - Anonymous survey allows people to be more honest.   
  - Rating peoples traits or strengths on a scale takes the sting our of being potentially hurtful.
* Think about getting feedback from selective people as it will help reflection such as events / experiences.
* Gibbs reflective learning cycle model – Decsription, Feelings, Evaluation, Anylsis, Conflusion, Action Plan (repeat).

**After Action Review** –

Used in the army, and is a discsussion of events for individuals to learn for themselves about why things happened. Useful for reviewing an activity, such as a large event but could also be used as a review of unplanned incidents. Key feature is a “conductor” who was not involved being an intermediary.

What was expected? What actually happened? Why was there a difference? What was discovered?

*Hand out* with a before action, and after action review which would be useful to use for big events (restructures etc). Spend the time prior to the event thinking – what do we/ I want from this situation?

**When might you use an after or before action review in your role / workplace? (in groups or pairs)**

Comments;

* for events or projects we’re running for the first time – take time to reflect what might have happened before, or how someone has done something prior.
* Before someone takes extended leave, such as maternity.
* When working with academics, due to a difference of personality – taking into account feelings of stakeholders and key partners.
* For teams where people have always done something the same way – important to think about why we do things, and who will benefit?
* Summer Schools – due to the nature of the time gap between events it’s important to reflect.

**Thinking pairs (Nancy Kline)**

* The quality of everything we do depends on the quality of the thinking we do first
* Interruptions are bad – people are waiting for themselves to be heard. Interruption damages peoples thinking, it is bad for creativity.
* Just letting people talk allows the individual to come up with new creative ideas they might not have come up with before, contributing to their reflection

**Final reflection**

In pairs speaking and lsitening for 3 minutes. Just listen without interruption and notice what happens.

*Attendees were tasked with talking about their reflective process in pairs, with one person silently listening to the other person for 2-3 minutes (without interruption).*