The Reflection Challenge

Effective Self Evaluation of Skills

<table>
<thead>
<tr>
<th>Learner name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre name:</td>
<td></td>
</tr>
<tr>
<td>Tutor name:</td>
<td></td>
</tr>
</tbody>
</table>
Dear Learner,

The ‘Reflection Challenge’ has been developed as part of the support learning challenges for our higher level qualifications and more complex awards.

This challenge will help you reflect on the effect your skills can have. This will be important to help you get the best out of your qualification with us and to enhance your learning. Reflection is also a key life skill that will help you with your future employability.

We recommend that this challenge is completed during your qualification or award to complement your learning. The ‘Reflection Challenge’ has been referenced in your Learner Evidence Record/Passport.

We hope you enjoy the challenge and it helps you progress your skills in these unusual times.

Best wishes,

The SLQ Sports Leaders Team
Before you start the ‘Reflection Challenge’, work through the following...

<table>
<thead>
<tr>
<th>What do you understand by the term self-reflection?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you value being able to self-reflect after leading sessions/events?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

How confident are you in your self-reflection abilities?
(Add a number from 1-10, 1 is low – 10 is high.)

Introduction to the challenge

This challenge will introduce you to self-reflection and the importance of it. The challenge will focus on how it can help you learn and develop and give you tips and ideas to try and improve your own self-reflection. You will get to practice your self-reflection skills in a supported way. We hope you benefit from the challenge!
What you need to do to complete this challenge

To complete this challenge, you will need to work through the activities listed throughout this workbook. The table below highlights the three main parts to the challenge and some timings for each activity as a guide.

We have also introduced some extension challenges for those of you who want to push yourself further.

The challenge is split into the following areas of learning:

<table>
<thead>
<tr>
<th>Learning Section</th>
<th>Activities to complete</th>
<th>How long this should take you?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part 1 – I Can Learn</strong></td>
<td>1. Reflecting on your Leadership</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>2. Your Preferences</td>
<td>5 minutes</td>
</tr>
<tr>
<td></td>
<td>3. Your Personal Skills</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>4. It is not all about you</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td>5. Constructive Questions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>6. Self-Reflection in a Crisis</td>
<td>15 minutes</td>
</tr>
<tr>
<td><strong>Part 2 – I Can Build</strong></td>
<td>7. Self-Reflection Questions</td>
<td>5 minutes</td>
</tr>
<tr>
<td></td>
<td>8. Self-Reflection Practice</td>
<td>30 minutes</td>
</tr>
<tr>
<td></td>
<td>9. Setting Improvement Goals</td>
<td>10 minutes</td>
</tr>
<tr>
<td><strong>Part 3 – I Can Reflect</strong></td>
<td>10. Final Reflections</td>
<td>5 minutes</td>
</tr>
</tbody>
</table>
PART 1: I CAN LEARN

Introduction to Self-Reflection.

Self-reflection, also known as self-evaluation, is the process of thinking about your feelings, behaviour, or something you have learnt such as a new skill.

Imagine you are looking in the mirror during an activity or event you are leading and seeing your reflection, when looking in on yourself the following questions can be asked:

- What do you see that is good?
- What might you need to change?
- How did it go?
- How does it feel?
- What can you do differently next time?

Self-reflection is about asking yourself thought-provoking questions to help you make sense of something that has happened or something that you have learnt. There are no right or wrong questions to ask yourself!

Benefits of self-reflection

Self-reflection is a valuable tool to help you develop as a person. Many research studies have explored the benefits of self-reflection. Some of the benefits of regular self-reflection include:

- Enhances learning as makes you more aware of what you have learnt
- Improves confidence and competence (your ability to do something)
- Encourages you to celebrate and recognise when things have gone well
- Helps you stay on track with your goals
- Helps you learn from an experience
- Improves your problem solving
- Makes you more resilient
- Helps you put things into perspective.

Feedback will not always be readily available therefore it is important you have a way to help yourself keep developing. One major positive of self-reflection as a learning tool is that it is something that you have total control over. You can self-reflect in a time and way that is right for you. So, it is an important learning tool for life!
In the workplace

Self-reflection is an important skill in the world of work. It is common practice for most organisations to run appraisals/performance reviews with their staff at least once a year. This is an opportunity to reflect on what has gone well, what could be improved and a time to talk about your future development. Self-reflection is important to help your ongoing improvement at work so the more regular you can make it the better. In summary the ability to self-reflect is essential for growth both personally and professionally during your current or future employment.

Activity 1: Reflecting on your Leadership

Think about your own leadership and answer the following questions in the space provided.

**Why is it important to reflect on the activities that you are leading?**

**How can self-reflection help you develop your skills and behaviours?**
The Gibbs Reflective Cycle

The Gibbs Reflective Cycle below is one of the most well-used models to help with self-reflection. The cycle takes you through a series of steps and questions to help you learn from something you have experienced. You start by describing what happened.

**Action Plan**
What are you going to do?

**Describe**
What happened?

**Feelings**
What were you thinking / feeling?

**Evaluation**
What was good and bad about the experience?

**Analysis**
What sense can you make of the situation?

**Conclusion**
What else could you have done?

Models such as the one by Gibbs can be a great way to start thinking about reflection as it gives you a process and some questions to follow. The model may work for you but reflection is also a very personal process so if you find something else that you like better then use it. The Gibbs model is something you will get to use later in the challenge, to see if it helps you.

**Extension Activity:** Models can be a great way to give some structure to your reflection. Research other models.
Ways to Self-Reflect

There are many ways to self-reflect. It does not matter how you do it. Some examples have been supplied below to get you started ...

- Giving yourself time to think things through
- Write it down (this could be a journal, on a note pad, on your phone or other)
- Use a check list of questions
- Record a vlog or blog with your thoughts
- Talk with someone else
- Draw or sketch note your thoughts
- Create a mind map
- Video yourself

There is added benefit to writing or drawing your reflections as it makes what you are thinking more conscious. It takes longer to write or draw something than it does to say it, which can slow your thought process down further and enhance your learning.

Activity 2: Your Preferences

Write down how you like to self-reflect. If you have not done it before write down what you think might work for you.
Reflecting on your Personal Skills

Throughout your learning with us you will be introduced to The Skills Framework. The Skills Framework (https://www.sportsleaders.org/about-us/skills-framework) is based on research by Youth Employment UK and covers the five skills that all employers look for in almost any job:

- **Communication**: The ability to listen and share verbal, written and electronically.
- **Self-Belief**: Building confidence in own ability.
- **Teamwork**: Enabling an individual to work with others.
- **Self-Management**: Taking responsibility for actions and doing things to the best of your abilities.
- **Problem Solving**: Understanding a problem and using logic to find a solution.

During your course you will get to practice your skills. Reflecting helps you develop them further and review their effectiveness. If you carry on doing things the same way it is unlikely that anything will change and that your skills will improve.
Activity 3: Your Personal Skills

Having confidence in your skills is paramount to helping you progress. Choose one of the five skills above e.g. Problem Solving. On the scale below mark how confident you are about your ability to use that skill. The scale is 1 – 10 (1 is not confident at all, 10 is very confident)

Skill Chosen:  

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
</table>

Think about the actions you would need to take to move your score up by two. How would you improve your confidence in your chosen skill? Write some actions you will take in the boxes below.

I will improve my skill by ...

1. 

2. 

3. 

Ways to enhance your Self-Reflection

There may be other sources of feedback to help you improve your self-reflection.

**Peers** - Can you ask a fellow leader (peer) from your course to provide you with some feedback on your skills?

**Tutor** - Can your tutor help you understand your skills?

**Participants** - Could you get feedback from participants to help you understand where you need to improve your skills?

Using external feedback can help enhance and improve your own individual reflections. Positively seek feedback where possible to help develop your skills.
Activity 4: It is not all about you

Ask someone what they think you are good at and why? E.g. your peer or your tutor.
• Were you surprised by what they said?
• How did what they said make you feel?
• Did they make you feel any differently about your skills?

Optional space to record your thoughts:

Prompting Positive Self Reflection

Hopefully when you completed Activity 4 the person that gave you feedback was constructive, meaning that the feedback was positive, practical and will help you develop.

One risk of self-reflection is that you might be tempted to get stuck into every little thing that went wrong or things that could have been better. You need to get a positive balance with your self-reflection and try and reflect constructively whenever you can. This can help you grow in confidence. Things will not always go to plan but try and see the positive in every situation.

Too much negative reflection can be damaging for your learning process. Instead try and ask yourself more positive than negative questions.
### Activity 5: Constructive Questions

Have a look at some example reflection questions below and mark-up which are constructive and which are not.

<table>
<thead>
<tr>
<th>Question</th>
<th>Constructive</th>
<th>Not Constructive</th>
</tr>
</thead>
<tbody>
<tr>
<td>What am I proud of?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What went well?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What could have been better?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were the participants engaged?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If I could run the activity again, what would I do differently?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Why did I do that?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What skill did I use well and why?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What did I find difficult to do?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What did I do wrong?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the most important thing I learned personally?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In summary, it is important to think about what could have been better, but try not to spend too much time thinking on it and focus more on what went well and why.

**POWERUP**

Keep it positive!
Self-Reflection and Resilience

Self-reflection can help you pause, take a breath, and make sense when things change. It can help you be more resilient. Take for example the Covid-19 crisis which is still having a significant effect on our day to day lives. For you to be successful during these unprecedented times you need to be able to learn from your experiences.

Activity 6: Self Reflection in a Crisis

Using the Gibbs Reflective Cycle think about the lockdown period of the Covid-19 crisis. Use the cycle below to outline your reflection and any learnings from the lockdown period.

You can record your thoughts in the diagram below or feel free to practice one of the other techniques such as a blog or sketch noting.

---

**Action Plan**
What are you going to do?

**Describe**
What happened?

**Feelings**
What were you thinking / feeling?

**Analysis**
What sense can you make of the situation?

**Evaluation**
What was good and bad about the experience?

**Conclusion**
What else could you have done?
By reflecting you can learn how to deal with the situation better. Being prepared should increase your confidence in succeeding through adversity. What would change if the lockdown situation happened again for you? How does this make you feel?

**Extension Activity:** To make this more fun you could set up six targets labelled with the six steps of the Gibbs Reflective Cycle and throw a ball at the targets. Each time you get the ball into the target, answer one of the questions.

**Self-Reflection Tips**

Here are a few tips to help improve your Self-Reflection skills.

- Do what works for you. There is no wrong way to self-reflect.
- Give it some dedicated time
- Practice
- Be honest with yourself, it is the only way to improve
- Find an easy way to record your thoughts
- Reflect on different elements e.g. skills, behaviours, feelings.
- Keep it positive / constructive
- Take action as a result of your reflection
PART 2: I CAN BUILD

So far you have learnt the theory of self-reflection. It is over to you to improve your self-reflection skills through further practice.

**Activity 7: Self-Reflection Questions**

Think about a situation where you have led a session or event and as a result a participant has learnt a new skill e.g. this could be an activity you have led at school / college or in the community.

NB. If nothing comes to mind can you set up a situation where you lead someone to learn a new skill. This could be anything. E.g. a magic trick, help someone learn to juggle, do a new skill in sport.

Write down some questions that you might ask yourself as part of your reflection.

---

**Activity 8: Self Reflection Practice**

Next have a go at one of the self-reflection methods mentioned below:

- Keep a journal of what happened
- Record a video
- Create a drawing / sketch note
- Complete a questionnaire to capture your reflections
- Create a mind map

**Extension Activity:** Create a game that will help you reflect. This could be individually or with a peer. E.g. answer a reflective question based on the roll of a dice. First person to answer all the questions wins.
**Activity 9: Setting Improvement Goals**

Based on your reflection in Activity 8 set yourself an improvement goal for one of your skills. Use the SMART table below to help.

<table>
<thead>
<tr>
<th>My goal is:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I will achieve this by:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Measurable</td>
<td></td>
</tr>
<tr>
<td>Attainable</td>
<td></td>
</tr>
<tr>
<td>Realistic</td>
<td></td>
</tr>
<tr>
<td>Time dependent</td>
<td></td>
</tr>
</tbody>
</table>
PART 3: I CAN REFLECT

Activity 10: Final Reflections

This challenge has taught you the importance of reflection and being conscious and deliberate with your thoughts. To finalise this challenge, answer the reflective questions below.

As a result of this challenge ...

What will you start doing?

What will you stop doing?

What will you continue doing?

Re-rate yourself.
How confident are you in your self-reflection abilities?
(Add a number from 1-10, 1 is low – 10 is high.)
CONGRATULATIONS!

Now you have completed the ‘Reflection’ Challenge.

Use the space below to sum up what you have learnt from completing this challenge.

Let your tutor know that you have completed this challenge and share this booklet. If your tutor is satisfied that you have completed the workbook will award you with a ‘Reflection’ Challenge certificate to recognise your hard work. Your tutor may want to comment below:

Tutor Comments (Optional)