

Reflective Log/Learning Journal:

Reflective logs and writing in learning journals are recognized by teachers/trainers as an effective strategy to promote reflective thinking and enhance learning. It is by making connections between our experiences that we create meaning and internalize our learning. It enables us to make progress to become better managers and leaders.

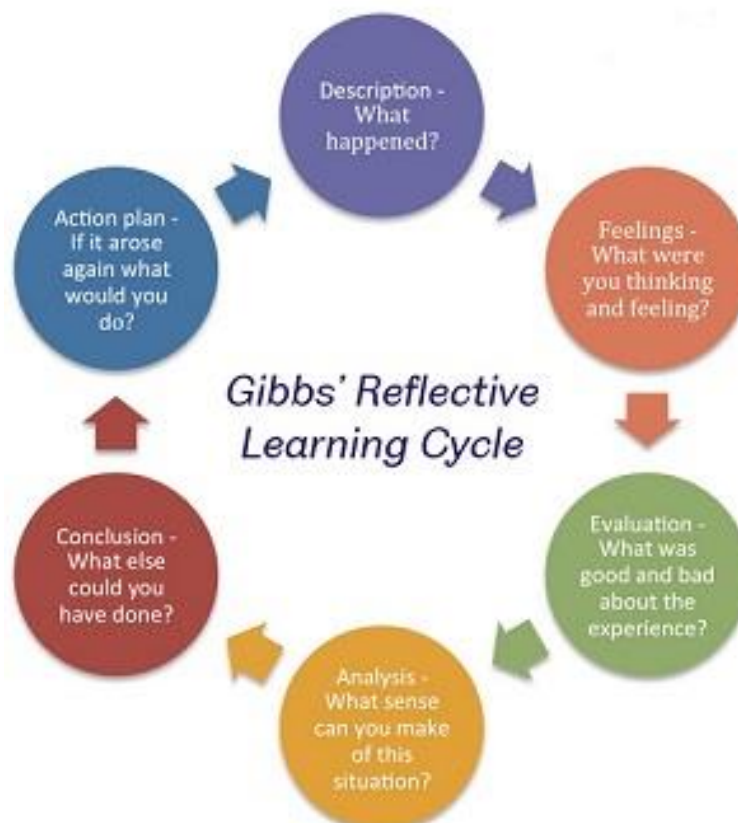
By writing down your thoughts, feelings, actions and learning points you create a record of the connections and meanings you are making as you engage in both learning and in your everyday working life. No two people will have the same response to any one experience so this will and should be personal to you.

It is important that logs are completed in a timely fashion (as soon as possible after the training session) and conscientiously to maximise your learning.

You may want to record your reflections in a word document or choose a paper journal which would enable you to draw, annotate or simply doodle.

We suggest you use a framework for writing logs for example Gibb's reflective cycle as described below:

The model includes 6 stages of reflection.



"It is not sufficient simply to have an experience in order to learn. Without reflecting upon this experience it may quickly be forgotten, or its learning potential lost. It is from the feelings and thoughts emerging from this reflection that generalisations or concepts can be generated. And it is generalisations that allow new situations to be tackled effectively."

Gibbs G (1988). Learning by Doing: A guide to teaching and learning methods

Additional Helpful hints:

Vary the entries in your log making use of styles, fonts, colours, diagrams, images or cut and paste articles into it.

Make a few notes during the training or during your working day as you have thoughts or feelings or make connections.

Consider elements, in particular, where you have experienced a heightened reaction – what was that person saying that really annoyed me, why did I disagree so vehemently with that point or what made me laugh so loudly?

It may help to note situations quickly using the Think, Feel & Act model:

- 1) What did I think?
- 2) What did I feel?
- 3) What did I do?

This log is for **you**, but it may be useful to share some of the learning with your line manager in supervision.

If used at every training event (or in your everyday), it also provides a handy list of useful learning which you can refer to at your next appraisal. It will help you reflect on your own personal development and may aid in identifying future training needs.