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| **Aspect of reflection** | **Question Prompts**  |
| Description | * What were the details of the situation I was presented with?
* What was my role?
* What happened?
* What did I do/ what did others do?
* What were the outcomes or consequences?
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| Feelings | * How did I feel?
* What did I find was unexpected/interesting/inspiring/confusing/valuable?
* Why did I respond the way I did?
* Were my expectations met?
* How might others have responded?
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| Evaluation | * What was positive and what was negative about the episode?
* What personal strengths and weaknesses were revealed?
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| Analysis | * How can I explain what happened?
* How could I have improved in my role?
* Could any alternative actions have been taken?
* How does the wider context (e.g. ethical, managerial, social) apply to the situation?
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| Conclusion | * What did I learn from the experience?
* How might I respond in the future?
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| Action plan | * What will I do now?
* What are my priorities?
* How will I know that I have improved?
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