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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? |
| 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? |
| Evaluation | * What was positive and what was negative about the episode? * What personal strengths and weaknesses were revealed? |
| 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? |
| Conclusion | * What did I learn from the experience? * How might I respond in the future? |
| Action plan | * What will I do now? * What are my priorities? * How will I know that I have improved? |