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Reflection Paper 1

Individual Assignment Brief

### Instructions:

- Font type: Arial, Font size: 11, Spacing 1.5 and Length: 3 A4 pages
- Submission via Pelopele on **Monday, 13 July 2020 by 10am**
- Upload the assignment in Word/Pdf format via Pelopele (no assignment submissions via e-mail)
- Ensure that your name is in the file name for ease of reference
- Remember that this is a requirement for certification and graduation
- Apply the professional business writing skills received from Dr Sharon King Gabrielides, in order to meet the requirements of an academic assignment
- Use the Harvard referencing method (in-text and listed at the end) when referring to academic material or facilitator presentations

Should you have any questions, please contact your Programme Director, Dr Gené van Heerden on [gene@Henleysa.ac.za](mailto:gene@Henleysa.ac.za)

<b>Programme:</b>	Multichoice Work Readiness Programme
<b>Module Name / Title:</b>	Individual Reflective Paper: Block 1
<b>Submission date</b>	13 July 2020 by 10am

Reflective papers enable you to intentionally revisit the learning and identifying opportunities for personal development. Between blocks we want you to apply your learning to your life and work. Your assignment will be treated as confidential and you are encouraged to be candid in your reflection.

The paper should not summarise the three days, instead it should focus on **your key learnings** during the block and explain why. Discuss **practical examples** (life/work) where these learnings could have served you or where they have challenged you to respond differently at work/life. Remember the aim is to **change our own behaviour** over time. We would like to also challenge you to commit to **one thing** that you will do to **extend yourself beyond your own comfort zone** before we meet each other again for block 2.

Write a reflective assignment that includes the following:

1. Briefly **introduce** yourself, your role and division.
2. Discuss the **key learnings** (at least three) during block 1 (which frameworks, concepts, models stood out for you? Why did they resonate with you?).
3. Please use **practical work/life examples** to explain where these learnings could have assisted you, or where you have been challenged by these learnings after the block.
4. Next steps, your **personal commitment to one thing** that you will do to extend yourself **beyond your comfort zone** before we meet again for block 2. Explain why you believe this will challenge your own mental model.
5. **Conclude** the assignment by explaining why you will commitment to the learning in developing yourself, your leadership capabilities, responsibility, accountability.

Due date: **13 July 2020 via Pelopele**

**Rubric:**

<b>Headings</b>	<b>Weight</b>
<b>Introduction</b> A strong answer will clearly and concisely introduce you, your role and your division.	10
<b>Key learnings</b> A strong answer will demonstrate good insight into the concepts and a clear explanation of why it resonated with you.	30
<b>Practical work/life examples</b> A strong answer will share good and specific practical examples with a focus to change your own behaviour.	25
<b>Next steps and personal commitment</b> A strong answer will elaborate on your personal commitment and explain why.	15
<b>Conclusion</b> A strong answer will clearly express your commitment to the learning and explain why.	10
<b>Assignment details</b> A strong answer will be well organised and structured to meet the requirements of a professional document.	10

**Multichoice Work Readiness Programme - Block 1**

Name	
Company	
Assessment Title	
Date	
Facilitator	

**Plagiarism Declaration**

I declare that this coursework is entirely my own work and does not include any plagiarized material. All sources that were consulted to compile this document have been referenced appropriately.

**Full name:****Signature:****Date:**