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Reflection Paper 2

Individual Assignment Brief

Instructions:

- Font type: Arial, Font size: 11, Spacing 1.5, Justify your document
- Length: 3 A4 pages (excluding cover, table of contents and list of references)
- Submission via Pelopele on **Monday, 14 September 2020 by 10am**
- Upload the assignment 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

Programme:	Multichoice Work Readiness Programme
Module Name / Title:	Individual Reflective Paper: Block 2
Submission date	14 September 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 these learning resonated with you. Discuss **practical examples** (life/work) where these learnings 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 to serve us, those we work with and Multichoice.

Write a reflective assignment that includes the following:

1. Briefly **introduce** this paper.
2. Discuss the **key learnings** (at least three) during block 2 (which frameworks, concepts, models stood out for you? Why?).
3. Please use **practical work/life examples** to explain where these learnings served or assisted you after block 2.
4. **Next steps**, challenge yourself to work towards a better understanding of your own **WHY**. As part of building and developing your personal business acumen, develop a **plan of action** that focus on the timelines **NOW, NEXT and FUTURE**.
5. **Conclude** the assignment by explaining why you will commitment to the learning in developing yourself, your leadership capabilities, responsibility, accountability.

Due date: **14 September 2020 via Pelopele**

Rubric:

Headings	Weight
Introduction A strong answer will clearly and concisely introduce this assignment.	5
Key learnings A strong answer will demonstrate good insight into the concepts and a clear explanation of why it resonated with you.	30
Practical work/life examples A strong answer will share good and specific practical examples with a focus to change your own behaviour.	20
Next steps A strong answer will elaborate and explain how you are working towards developing your own WHY. A clear plan of action to take ownership of building and developing your personal business acumen.	30
Conclusion A strong answer will clearly express your learning taken from block 2 and explain why.	5
Assignment details A strong answer will be well organised and structured to meet the requirements of a professional document.	10

Multichoice Work Readiness Programme - Block 2

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: