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# Reflective Log Template

## **Reflective Log Preparation**

Instructions

Use this to record your reflections about your behaviour and performance. Keep each week to include in your professional development reflection report submission as an Appendix.

Task

Evaluate your professional development this week, recording activities and impact this will have on the development of your group and your career.

Please note that you can use Adobe Reader DC to write your answer here and to annotate the business plan.

# Reflective Log Guidelines

Your reflective log is used to capture your experiences on your learning journey in the business simulation group work. This should be concise – use bullet points, diagrams and tables. Your reflections should inform how you act in your group and provide points for reflection in developing your professional development assessment. The aim is to organise your reflective log under the following aspects.

1. **Events**

Describe what has happened in your simulation group this week. Cover what decisions have been made, what is happening as you make decisions, is it going as planned, how are you dealing with any challenges, what can you do differently and what are you learning.

Reading:

Gibbs, G, 1988, Learning by doing: a guide to teaching and learning methods. Oxford: Further Education Unit, Oxford Polytechnic.

Open University, Skills for OU Study. Be aware of your habits. [online]. , <https://help.open.ac.uk/be-aware-of-your-habits>, accessed May 2020.

University of Birmingham, A short guide to reflective writing, [online],, <https://intranet.birmingham.ac.uk/as/libraryservices/library/asc/documents/public/Short-Guide-Reflective-Writing.pdf>, accessed May 2020.

1. **Group dynamics**

Include reflections about you and your group members. This is likely to change over time as you face different challenges or change who takes different roles. Take care to consider how your group is developing (linear vs cyclical vs non-sequential), whether there was evidence of groupthink (conformity without questioning) or any dilemmas e.g. working for individual or collective interests (e.g. marketing vs finance).

Reading:

CHIDAMBARAM, L. & BOSTROM, R.P. (1996) Group Development (I): A Review and Synthesis of Development Models. *Group Decision and Negotiation,* 6**,** 159-187

JANIS, I. L. 1972. Groupthink, Boston, Houghton Mifflin Company.

TEECE, D. J. 1992. Competition, cooperation, and innovation - Organizational arrangements for regimes of rapid technological progress. Journal of Economic Behavior and Organization, 18, 1-25.

1. **Leadership**

Record activities that contribute towards leadership in your group for each week. This should cover differences between management and leadership, leader traits, skills, behaviour and activities, their influence on what happens and whether it was effective for your organisation. Note, this will not all be about the CEO, each individual can lead on different topics, and this may cause conflict and tension linking to your group dynamics.

Reading:

Grint, K., 2002, ‘Management or leadership?’ Journal of Health Services Research & Policy, 7(4), pp. 248–251. doi: 10.1258/135581902320432796.

Yukl, G. (1989) ‘Managerial Leadership: A Review of Theory and Research’, Journal of Management, 15(2), pp. 251–289. doi: 10.1177/014920638901500207.

1. **Culture**

Describe the shared assumptions and values of your group in the business simulation this week. Cover the activities you have done together, which of you were highly valued by the group (and for which characteristics), and whether there are any symbols of your culture being developed. Have they changed from last week? And consider if they align with those of your organisation in the business simulation.

Reading

Hofstede, G., Neuijen, B., Ohayv, D., & Sanders, G. (1990). Measuring Organizational Cultures: A Qualitative and Quantitative Study Across Twenty Cases. Administrative Science Quarterly, 35(2), 286-316. doi:10.2307/2393392

Johnson, G., Whittington, R., Scholes, K., Angwin, D. & Regnér P., 2014, Exploring Strategy: Texts and Cases (10th edition)

1. **Industry practices**

Record your insights from reading about what is happening/ has happened in the mobile phone industry. This should draw on the specific readings where academics discuss a mobile phone company in terms of one aspect of its activities (e.g. strategy) and your wider reading about how the mobile phone industry has developed. Record how your understanding of your group dynamics, leadership and culture can translate to working in the industry.

Reading

See weekly recommendations

Use Nexis -<https://uelac.sharepoint.com/LibraryandLearningServices/Pages/Database-N-list.aspx> to access articles in the media.

1. **Supporting analysis**

Record all the information that you collect from the simulation and any real life phone companies to reflect on your professional development. This should cover:

* HR theory
* Group dynamics theory
* Leadership theory
* Organisational culture theory
* Articles in the media on HR, teams, leadership, culture of mobile phone companies

**NOTE**

A reflective log should cover your experience of acting in your business simulation group. If events raise questions about how you and your group are interacting, it is important to reflect on what needs to change and make changes based on your understanding. This is important to record as you will reflect on this development in your professional development assessment.

**Reflective Log template**

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| Reflective Log | Year 1 |
| Event(s) |  |
| Group dynamics |  |
| Leadership |  |
| Culture |  |
| Professional practice |  |
| Supporting analysis |  |