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## Reflection

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## Introduction

Reflection refers to the process of exploring and investigating an individual's own perspectives, experiences, attributes and actions that may help them to move forward. Effective reflection competency will provide high calibre to learners for making wise decisions that will guide them to move ahead with their individual learning needs and expectations (Miller and Konstantinou, 2022). By obtaining effective insights on personal reflection, learners can evaluate changing in their way of learning and how it may help them to improve their future performance for getting better productivity and competency over others.

Reflection helps to evaluate both positive and negative experiences during any practice or coursework and how it may help them to thrive in the upcoming future. It may help individuals to be prepared for any future uncertainties and tackle them with appropriate decisions and strategies. In the following study reflection on four chosen topics will be discussed by using Gibbs reflective model. Gibbs model is an important framework that guides individuals through several stages based on reflective practice. The model includes six stages through which learners can analyse and evaluate their experience and also make planning for handling such incidents in future. Each of the topics should be demonstrated on the basis of six phases of Gibbs model with analysing their impact on behaviour of individuals that may influence their progress.

## Learning and Reflection

Learning and reflection is essential for ensuring academic success of learners over others while learning in a collaborative learning environment. An organised framework for reviewing an experience and drawing lessons from it is the Gibbs Reflective Cycle. Six steps make up this process: description, feelings, evaluation, analysis, conclusion, and action plan. The reflective cycle developed by Gibbs is going to be used in this essay in order to show how learning and reflection interact and how this model may assist individuals advance both personally and professionally. Through a process of internally analysing strengths and identifying areas for development, reflective learning aims to foster the growth of critical-thinking abilities (Adeani *et al.*, 2020).

By creating and defining meaning in terms of their own comprehension and cognition, the learner supports shifts in conceptual viewpoint. A reflection is an approach to meaning-making that helps students go from one experience to the next

with greater information; it is the underlying principle that makes learning continuous and guarantees each person's growth (Ramlal and Augustin, 2020). Inquiry-based reflection is a methodical, exacting and disciplined way of thinking. It is important for reflection to take place in a group setting and with other people (Yaacob *et al.*, 2021). The ability to reflect includes attitudes that value others' and one's own intellectual and personal growth.

It is relatively easy to adjust the reflective practice approach. It is a body of principles that may be applied in conjunction with a variety of different theories on instruction, learning, personal growth, and self-improvement. An age-old technique for self-improvement has a contemporary name and framework because of reflective practice. Reflective practice, in its most basic sense, is a way of evaluating our own ideas and deeds for the sake of our own growth and learning.

Reflection learning plays a significant role for evaluating previous experience of individual learners while aligning with future goals and objectives that may lead them towards success in their professional life (Candy, 2021).

Gibbs reflective model helps to evaluate the experience of learners in accordance with impact of the experiences for meeting their individual career needs (Bassot, 2020). The Gibbs reflective model consists of six different stages in which learners gain efficiency to enhance their level of competency over others. The Description stage is the first phase of the Gibbs Reflective Cycle. In this phase, individuals explain what they have learned. It is essential to be comprehensive and give as much detail as possible. For example, when an individual thinks about an event they attended, they should explain who was there, what was said and their feelings. The second stage of the model is feelings in which the experience of learners will be discussed with analysing the impact of these feelings on leading to success of their career. In this stage, the person anticipates the feelings they felt at that point in time. Honesty and the apparent manifestation of an individual's emotions are crucial. For example, if anyone had anxiety throughout the conversation, they should consider why they felt that way and how it influenced their behaviour. The stage analyses feelings of individuals for being engaged in the coursework. While engaging in the coursework individuals will also gain strong insights regarding the impact of their experience for better future performance.

According to Issa *et al.* (2020), Learners need to be focused in their coursework and also need to be interested to learn about new skills and that will give them better

potential for tackling issues in their upcoming professional life that may hinder their capability for gaining better competency. Generalisations or concepts might be developed by considering the thoughts and feelings that are generated during the course of the meditation. In this individuals will be able to evaluate positive and negative experiences learners have gathered by engaging in the coursework (Jacobs *et al.*, 2022). Success in any sector depends heavily on good moral behaviour, professionalism, and expertise. These include the moral principles and acceptable behaviours that people ought to follow in both their personal and professional life.

By utilising their own learning and reflection capability individuals will gain the capability to evaluate their efficiency for tackling various issues in their personal and professional life. Furthermore through developing better efficiency in learning and reflection individuals can make suitable decisions in any critical situation by evaluating their previous experiences (Markkanen *et al.*, 2020). Learners will feel more interested regarding their lesson when they start using their personal skills and competencies to efficiently comprehend what they have learnt throughout their coursework. By using reflection learners can easily understand their weaknesses and follow effective steps by taking guidance from teachers or seniors to improve them for ensuring better future performance.

People evaluate what they have learned from their experience at the conclusion stage and then synthesise their key concepts. Finding the experience's major themes, patterns, and ramifications is necessary for this. The influence of the experience on the person's personal and professional growth should be analysed and measured by taking into consideration, combined with the experience's advantages and problems.

Individuals should think about how they can apply what they have learned to new circumstances in the future during the phase of the action plan. They should highlight specific measures they might perform to improve their technique and possess their strengths. Setting objectives, getting input, continuing education or changing the approach could all be a part of it.

### **Personal and Professional Conduct and Competence**

Success in any sector depends heavily on good moral behaviour, professionalism, and expertise. These include the moral principles and acceptable behaviours that people ought to follow in both their personal and professional life. As noted by AI-

Rfou (2021), Professional conduct pertains to the attitudes and behaviours expected of an individual in a professional situation, whereas personal conduct refers to the beliefs and principles that guide an individual's activities. Competence, on the other hand, represents the knowledge, skills, and talents that a person possesses and the amount to which they can use these in their personal and professional life.

Personal conduct includes a person's values, beliefs, and attitudes that direct their behaviour in their private lives. The concepts that people consider to be significant in their life are often referred to as individual principles. Such principles might include responsibility, respect, empathy, honesty and integrity. Individuals are obligated to live by these tenets and put them into practice on a daily basis as part of their personal behaviour. For example, a person with an elevated sense of integrity will always be legitimate and act ethically, even in private.

Competence is the amalgamation of knowledge, talents and capacity of individuals for ensuring successful application. Competence is necessary as it helps individuals accomplish their goals and objectives in their personal as well as their professional lives. The ability to communicate, solve problems and make decisions are examples of personal proficiency. Professional competence, on the other hand, defines the expertise needed to carry out work or practice proficiently.

Depending on an individual's experiences and circumstances, personal and professional behaviour and skill might arouse distinct emotions. For example, someone who values honesty and integrity could have a feeling of pride when they act honestly, regardless of how challenging the circumstances may be. Similar feelings of fulfilment and happiness may be experienced by a healthcare worker who gives patients high-quality treatment. Negative feelings, however, can also arise when someone does not behave or perform to expectations. A person who lacks the abilities required to accomplish a job, for instance, may feel inadequate. Professionals who violate patient confidentiality can also feel bad about themselves.

Competence and morality in personal as well as professional lives are linked and complement one another. An individual's behaviour is regulated by their personal beliefs and ideals that in turn determine how they conduct themselves effectively. In an identical way, an individual's actions in the workplace can have an effect on the way they live at home as they can carry over their professional attitudes and behaviours to their personal lives (Fitzgerald, 2020). Competence is vital for success on both a personal and professional level as it allows people to accomplish their

goals and objectives. To guarantee that people are regarded and believed in their abilities, however, competency alone is insufficient. It needs to be accompanied by professionalism and ethical conduct.

By appropriate evaluation of personal and professional conduct individuals will gain strong insights regarding the impact of following professional conduct for gaining better reputation in their own professional field and gaining better compatibility over others. Furthermore by evaluating own experiences learnt during their coursework individuals will be able to understand how personal and professional conduct and competency will help to accomplish their career goals and improve their performance level for getting better future opportunities. By evaluating reflection on personal and professional competence individuals will be aware about the requirement of following proper ethical conduct for ensuring better position in their professional field.

After evaluating the importance of personal and professional conduct and competency the next stage is analysing in which individuals should analyse their weaknesses and difficulties that may hinder their growth and improvement in professional life. By analysing their own experience and capability individuals will get strong insights regarding how to improve their knowledge in developing personal and professional skills that may lead them towards success in their professional field.

In the model's conclusion and action plan phase, concentrating on personal and professional behaviour and competence, insights from the other phases are combined and used to create a strategy for action in the future.

The reflective practitioner reflects on the lessons they have learned about their own and their professional behaviour and competence through the final phase. They examine the learnings from the reflective process earlier phases, seeing patterns and trends that emerge. They ask themselves questions such as, "What have they learned about their own values, beliefs, and attitudes?", "What have they obtained regarding their own strengths and weaknesses?" and "What have they analysed about the impact of their behaviour on others?"

The practitioner should gain an unambiguous understanding of the adjustments they need to make to their behaviour and competence on a personal and professional level through this process of reflection. Changes to their demeanour, viewpoint and way of expressing themselves or workplace practices may be involved.

Making extensive plans to implement the enhancements found in the conclusion phase is an important part of the action plan phase. The practitioner should think



about the specific activities they must take, the resources needed and the deadlines for accomplishment. Additionally, they might comprehend potential obstacles to putting their plan into the course of action and propose remedies.

As practitioners work to improve their conduct and competence on a personal and professional level, it is essential that they should frequently review and update their plan of action. The process of reflection should be continuous and practitioners should focus on their actions and make essential modifications.

### **Leadership Management and Teams**

A successful organisation must have strong teamwork, management, and leadership. Those variables are interconnected and are very important in determining a company's success (White *et al.*, 2019). The Gibbs Reflective Model is a tool that encourages people to think back on their experiences and draw lessons from them (BOLDEN *et al.*, 2023). Throughout the coursework My responsibility was to supervise team activities, make sure projects were finished on schedule and on budget, and give the team members leadership. I had to ensure that the team was working together effectively to produce high-quality goods as it was in charge of developing applications for software for customers. My responsibility was to oversee team activities, make sure projects were finished on schedule and on budget, and give the team members leadership.

As a team leader, I had to deal with a variety of problems, which called for the employment of various management and leadership strategies. The team's workload management was one of the major problems. While some team members had an excessive amount of work, others had fewer responsibilities. To make sure that the responsibility was allocated equally, I had to assess the advantages and disadvantages of each team member.

Along with resulting in the team and keeping everyone engaged and inspired, it was my job to do so. In order to make sure they had the abilities and knowledge required to complete their responsibilities, I utilised a variety of strategies, including mentoring and instruction. Additionally, I encouraged them to work alongside one another by transferring ideas and best practices.

I was also responsible for handling the team's finances and making sure that we stayed within each project's budget. I had to keep an eye on our spending to make sure we were not going excessive. I have to bargain with consumers and vendor partners to acquire the best pricing for everything.

Additionally, I noticed that effective leadership techniques like coaching and advising could help team members in enhancing their expertise and capabilities. Providing proper guidance will motivate team members for offering their best effort, which in turn raises the team's performance (Miller and Konstantinou, 2022).

I learned a number of leadership, management, and collaboration abilities through evaluating my responsibilities as a team leader. I understood that managing the group's responsibilities and finding solutions to problems required excellent communication (Bush, 2020). I discovered that in order to communicate well with team members and understand their problems, I needed to actively listen to individuals. The team members were more disposed to work together to achieve shared objectives as a result of my attempts to win their respect and trust.

Additionally, I noticed that effective leadership techniques like coaching and advising could help team members in enhancing their expertise and capabilities. It motivated team members to offer their best effort that is out to raise the team's performance. A successful organisation must have strong teamwork, management, and leadership. I have examined my time as a team leader using Gibbs' reflective model, and I have learned valuable abilities that will render me a more effective leader going forward. I came to understand that managing the team's workload, making sure that projects finished on time and under budget, and giving the team members leadership needed effective interaction, coaching and mentoring, and budget management. Additionally, I found that gaining team members' respect and trust is necessary for active listening, comprehending of concerns and development of solutions that benefit everyone. Overall, I have acquired invaluable skills from my time leading teams that I can use in any future position of leadership.

### **Work Related Death investigation and process protocols**

It is essential to look into workplace fatalities so that the cause of death may be determined and precautions can be made to avoid future occurrences (Hong *et al.*, 2021). In order to guarantee that the examination is thorough and accurate, a number of protocols must be followed during the course of the investigation. The Gibbs reflective cycle is an approach that encourages people to think back on their experiences and extract lessons from them.

I was involved in an internal investigation into a work-related death while serving as a safety officer for a manufacturing company. While working with a machine, the employee experienced an electric shock and committed away. The investigating

procedure was demanding and taxing on the inner being. Evidence has been gathered to determine the cause of death, and the incident location was secured. In order to avoid these kinds of events from happening in the future, the team determined the company's security procedures and found any problems that needed to be addressed.

In order to learn more about the occurrence, the team also questioned witnesses. The witnesses cooperated and their comments played a significant role in establishing the cause of death. It was difficult to get precise information since several of the witnesses felt overwhelmed and traumatised by the occurrence.

In addition, the investigation procedure took a lot of time and required precision. The team had been charged with reviewing the company's safety practices, finding any gaps and offering recommendations for improvement.

I discovered the value of conforming to procedures and paying attention to details through my experiences investigating workplace fatalities. In order to verify that the cause of death is correctly determined, the investigative procedure necessitates painstaking attention to detail. The value of communicating to witnesses and showing empathy for their feelings was an additional lesson I acquired. In addition, I recognised the value of constantly reviewing security measures, identifying gaps and suggesting modifications. The inquiry indicated that, in order to keep circumstances like this from happening once more, the company's safety protocols needed to be enhanced (Abma *et al.*, 2019). In order to make sure that employee safety was given the utmost importance, significant recommendations were established.

During the conclusion phase, the primary objectives are to identify the investigation's findings and develop a strategy for corresponding to them. First, a summary of the investigation's main findings is crucial. It covers an in-depth description of the happening, the root cause analysis and any identified relevant variables. The essential features of the investigation's findings should be highlighted in this summary that must be conveyed in a clear and simple way. In order to address the investigation's findings, this strategy should contain precise suggestions. Based on the data acquired during the investigation, these suggestions should be made with the aim of preventing future occurrences of the same kind of incident.

An implementation schedule with time limits for accomplishing certain tasks and milestones should also be a part of the action plan. Each work needs to be assigned to a responsible person and it is crucial to make sure that everyone involved is

aware of their obligations. The action plan ought to be distributed to every relevant stakeholder, including management, staff and any corresponding external agencies. In order to ensure that the plan is actually being carried out successfully and that any issues that arise are quickly addressed, periodic progress reports should be provided. Individuals will be able to identify critical findings and develop a plan of action to prevent similar situations from happening in the future by using the Gibbs Model. Organisations may make the workplace safer and healthier for all employees by following effective safety protocols.

### **Conclusion**

The above study is based on Reflective analysis and evaluation on chosen topics. Reflection is essential for gaining depth insights regarding own competencies and evaluating own experiences for making future decisions. It also has a significant impact on developing the confidence of learners for tackling any future uncertainties. In the above study reflection was done by using Gibbs reflective model. Experiences of individuals on each of the topics has been described through specific stages of Gibbs reflective model. The first topic was Learning and reflection that has demonstrated the experiences of individual learners in different stages of the model. After that it has explained reflection on Personal and professional conduct and competence and different experiences gathered by learners based on the topic. The third topic was Leadership and management which also have been demonstrated by using the Gibbs reflection model. Lastly, it has discussed reflection analysis on work related death investigation and protocols.

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