

ANNEXURE C - Self-Evaluation

REFLECTIVE REPORT

Please complete and include this self-reflective report when submitting your final Summative Project.

Using a reporting structure complete the following:

<p>Introduction</p> <p>Write an introductory paragraph in which you briefly outline your understanding of the purpose and value of WIL.</p>
<p>Skills Learnt</p> <p>Identify the skills you have learnt. State how you used/ were expected to use each skill during your WIL. Consider skills under each of the following three categories and report on each: Industry specific practices, e.g., media monitoring, compiling media kits, writing articles for the staff newsletter, etc.</p> <ul style="list-style-type: none"> • Interpersonal communication skills, e.g., brainstorming sessions, feedback sessions, staff meetings or briefing and debriefing sessions, etc. • Management skills, e.g., time management to meet deadlines, crisis management to solve unexpected problems, etc.
<p>Role in the team</p> <p>Describe the team dynamic during your WIL and whom you reported to and with whom you were on a team with. Comment on your role in the team with regard to all of the following points: Leadership responsibilities and being provided instruction.</p> <ul style="list-style-type: none"> • Your contribution to team success. • The group dynamic and your contribution to the group/team as a whole. • Dealing with concerns, complaints, queries and conflict. •
<p>Research, technology and the presentation of information</p> <p>Finding information that is both relevant and useful is a much-needed skill in WIL.</p>

- Describe one (1) or two (2) scenarios in which you were expected to find information for a task or duty that you had to complete. This can be related to online research, finding client or supplier contact information, or looking through files and databases to find relevant data.
- Where did you find the information you needed to do this work?
- What technology did you use?
- How did you have to present the information you found?

Personal strengths (strong points) and weaknesses (areas to do better in)

Comment on the elements, tasks or duties during your WIL that you found yourself excel in, as well as the ones you found difficult to master.

- List and describe the tasks that you did really well in.
- Identify at least five strengths that you realised you have.
- List and describe the tasks that you did not do well in.
- Why in your opinion, did you not perform well in these tasks?
- Comment on how you think you can improve on the weaknesses that you identified.

Stakeholder relationship

Describe your relationship with the WIL Coordinator or in the case of placement, the mentor in the workplace by focusing on the following areas:

- Part of this relationship that worked well for you and parts that did not.
- Explain how you think you could have made the relationship better or stronger.

Impact

This refers to your contributions to the organisation during your placement there.

- Comment on how you think others (if placed, management, fellow staff members, team members, clients, suppliers and others you worked with during your placement) benefitted from you being there and the work you did.
- Describe how you have made a better/ greater/ more positive impact.

Conclusion

Write a summary whereby a clear overall impression of your WIL experience is provided.