

Developing the Reflective Skills: A Template/Guide for an Individual Journal about the Team's Activities

- Developing reflective skills requires a learning-by-doing systematic effort.
- Each student is required to keep a detailed reflective journal that focuses on the team's activities and experiences.
- Following each activity, you are required to capture the essence of the activity in a separate notebook or a folder in your computer in which you record and store your notes.
- In general, each journal entry should include the following parts:

I. Description

Describe the essence of what took place—the content—just like a journalist/reporter will report on an event that he or she observed while staying focused on the facts and keeping out any judgmental/evaluative/personal opinion statements.

II. Reflection

- Reflect on the team process (that is, How is the team working? How does the team begin to work on a task? What is the process that the team seems to follow? Any specific phases? Problem-solving process? Decision-making process? Leadership dynamics? Interpersonal dynamics? What are some of the norms that are emerging—around participation, involvement, being ready, communication, leadership, collaboration, conflict resolution? What are some of the roles that are developing? Subgrouping?)
- Identify an initial list of relevant concepts/models (based on the readings and class mini-lectures) that might shed some light on the team process, dynamics, and outcomes.

III. Ideas for Possible Improvement

- Identify areas of future learning for yourself and your team.
- Looking back on this experience, what activities or processes should you repeat in your next team assignment? Which ones should you change?
- List some possible action ideas that could help you and the team improve the group's functioning and performance.