Gibbs Reflective Model Template

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| 1. Description
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| 1. Feelings
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| 1. Evaluation
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| 1. Analysis
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| 1. Conclusion
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| 1. Action plan
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**Example Questions (Use as appropriate)**

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| Stage | Example Questions |
| 1. DescriptionAs you begin with Gibbs' Reflective Cycle, the Description stage is where you set the stage for insightful reflection. It involves describing the situation exactly as it occurred, without adding interpretations or emotional responses. | * Where and when did the event you're reflecting on occur?
* Who was involved in this situation?
* Can you detail the sequence of events as they happened?
* What was the primary purpose of this event or activity?
* What was the outcome of the situation?
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| 2. FeelingsIn this stage, you'll explore the emotional aspect of your experience. | * What were your initial emotions during this event?
* How did your feelings change after the event concluded?
* What do you think others involved might have felt during this event?
* Did the situation evoke any unexpected emotions?
* How did these feelings influence your reaction or behaviour?
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| 3. EvaluationThis stage is all about objectively evaluating the experience by considering the positives and the negatives, the overall experience, and your role in the situation. | * What aspects of the situation went well?
* What elements did not go as planned or expected?
* Was the overall experience more positive or negative, and why?
* How did your actions contribute to both the successes and setbacks?
* Were there any missed opportunities for improvement?
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| 4. AnalysisNow, it's time to analyse the event more deeply. Focus on understanding the 'why' and 'how' | * Why do you think certain aspects of the situation were successful or unsuccessful?
* Can you link any theories or concepts to understand the situation better?
* What alternative actions or decisions could have been made?
* How did your actions align with or diverge from best practices or theoretical models?
* What have you learned about your strengths and areas for growth from this analysis.
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| 5. ConclusionAt this juncture, you'll derive valuable lessons from the entire process. | * What key lessons have you learned from this experience?
* In hindsight, what could you have done differently?
* What skills or knowledge gaps have you identified?
* How might this experience influence your future actions or decisions?
* What personal insights have you gained about your leadership or communication style?
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| 6. Action planYour conclusion can help you to take what you've learned from this experience into other situations and put it into practice. | * What specific actions will you take to apply these learnings in the future?
* How will you modify your approach to prevent similar issues?
* What strategies or practices will you adopt based on your reflections?
* What are your goals for improvement and how will you measure progress?
* How will you hold yourself accountable for these changes?
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