



**Reflecting on Learning and
Skills Developed at Your
Masterclass/Skills Festival**

Here are tasks you could complete after each masterclass and skills festival to reflect on your learning, link it to previous and future learning, and relate it to your work setting:

Masterclass/ Skills Festival Title	Date
Topic to be covered	
Learner Name	
Trainer/ Skills Coach Name	

REFLECTION ON THE SESSION

1. Write a Reflective Journal Entry

Summarise the key points learned in the session.

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Reflect on how well you understood the material

Identify areas needing further clarification

→ Use a structured approach like the **Gibbs Reflective Cycle** (description, feelings, evaluation, analysis, conclusion, action plan).

2. Self-Assessment

→ Rate your confidence in applying the knowledge or skills learned. (✓ tick)	1	2	3	4	5	6	7	8	9	10
→ 1-very confident – 10 no confidence in being able to apply knowledge or skills learned										

3. Discuss with a Peer or Mentor

Share 3 key takeaways with a colleague or mentor and discuss how the session applies to your role.

LINKING TO PREVIOUS LEARNING

4. Review Past Notes or Assignments

Identify connections between the current session and previous topics or learning experiences.

CURRENT SESSION	PREVIOUS TOPICS OR LEARNING EXPERIENCES

→ Note how the new knowledge builds on or complements prior understanding.

5. Update a Personal Learning Log

- Add new insights or skills to your OTJ log.
- Map connections between past, present, and future learning objectives.

6. Identify Knowledge Gaps

COMPARE SESSION CONTENT	PREVIOUS UNDERSTANDING TO IDENTIFY GAPS

→ Plan to revisit previous materials or seek additional resources

PLANNING FOR FUTURE LEARNING

7. Plan Application of Knowledge

Outline steps to practice or apply new skills in your work setting.

- 1.
- 2.
- 3.
- 4.
- 5.

Schedule follow-up activities like role-playing, simulations, or case study reviews.

8. Create a Question List

Develop 3 questions for future sessions or independent research to deepen understanding.

RELATING TO THE WORK SETTING

9. Develop an Action Plan

Identify specific ways to apply learning in your role, such as improving processes or solving work-related challenges.

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→ Note potential barriers and strategies to overcome them.

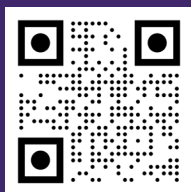
10. Consult Workplace Policies or Practices

Reflect on how the new knowledge aligns with workplace policies, procedures, or expectations.

→ Identify areas where changes or updates might be needed.

By completing these tasks, you can effectively integrate your learning into their daily work, ensure continuity in their professional development, and stay motivated to achieve future goals.

Please ensure the above is completed and uploaded to your e portfolio 5 days after the masterclass or skills festival.



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