

TITLE/TOPIC

1. Introduction

- Introduce the experience/topic
- Explain the purpose of the reflection
- Present the main learning point

2. Description

- What happened?
- What was your role?

3. Reflection and Analysis

- What did you think/feel?
- Why?
- What did you learn?
- Which theory/concept helps explain the experience?

4. Evaluation

- What worked?
- What did not work?
- What could have been improved?

5. Action Plan

- What will you do differently in the future?

6. Conclusion

- Summarizes the key learning
- Explain how your perspective changed