
REFLECTIVE JOURNAL GUIDELINES

The aim of the reflective journal is to aid reflection on your own personal development as a workplace coach.

Guidelines for the reflective journal are as follows:

1. To provide a record of significant learning experiences that occur as you work through your coaching implementation plan.
2. To help you monitor and record your self-development process as it is taking place for you.
3. It has to be intelligible to the assessor.
4. To provide a means of reflecting on your commitment to and involvement in the coaching program.



Writing the Journal:

1. The journal is meant to be a personal document. There is no right or wrong way to keep it. Find the method that suits you best. It's important to be yourself; that what you write is important to you, not just what other people say is important. However, what you write must describe your learning so that it is also meaningful to the assessor.
2. Be frank and honest in your work, but please, no inappropriate language.
3. Keep a positive approach to the journal. Recognise its potential as a valuable learning tool.
4. Do not procrastinate about how you are going to do it...Just do it...
5. Feel free to change the way you keep your journal. Perhaps try different styles of recording your thoughts.
6. Record your experiences as soon after they happen as possible and as fully as possible.
7. Feel free to seek help with the journal. Perhaps discuss your experiences with a co-worker?
8. Make this a worthwhile document for yourself.



REFLECTIVE JOURNAL

Name: _____ Date: _____



Issue/s Notes:

To what extent did I meet my objective(s)?

What do I believe went well?



What were my greatest challenges?

What I learned:

What will I do differently next time?

Concluding comments/Summary: