

Reflection Log

What is the purpose of this activity?

To allow people to keep track of information they want to remember from the workshop and reflect on what they are learning and how they can use it in their work. To structure the sharing on what participants are learning.

How do I do this activity?

Review the Reflection Log Form and decide if it meets your purpose. Make any necessary changes. Make enough copies for each participant to have at least 2 copies of the log. Have extras available. Put the logs in each person's packet.

As part of opening remarks, show participants the Reflection Log in their packet. Let them know that throughout the workshop you will be giving them time to fill in their log and discuss it with others. Suggest to them that they may also fill it out as they get ideas.

After information has been presented give people 2-5 minutes work on their Logs. Encourage people to be totally quiet for at least a minute-longer if possible. Repeat this throughout the workshop. Some of the time you may want to let people share what they are writing to give others ideas. Think Write Pair works well for this.

Hints:

Let participants know that one side of the paper is formatted in a way that works for you-it may not work for them. The other side of the Log is blank so they can use that if they prefer. Let them know that as a facilitator it is always nice to use a template for recording ideas then the facilitator as well as others can easily find similar information on participant's sheets. This is helpful if you are sharing a lot of information that participants will share with their group.

What are some variations of this activity?



Call it a Learning Log



Ask people to hand in so you can review and return



After the first time ask for volunteers to share what they wrote to give other ideas

When would I use this activity?

- Entering Procedure
- Opener
- Icebreaker
- Team Builder
- Energizer
- Content
- Assessment/Evaluation
- Management
- Closing Activity

Time for set-up: none

Preparation: Copy Reflection Log

Performance: 5 minutes each time done

Cleanup: none

Group size: any size

Material: Reflection Log for each person

Room Set-up: any

Notes/Questions to ponder: