

Professional Journal Instructions

Use the following prompts to create a comprehensive reflection essay detailing your skill or technique used and how it direct aligns with the competency being evaluated.

1. Competency and skillset used identification
2. Skill used and how it aligned with competency being evaluated
3. Competency alignment with prior knowledge/experiences
4. Reflection on experiences

Reflection Example

Competency and artifact identification

Author describes both the competency he/she is pursuing as well as identifying the skill set demonstrated to meet the competency.

[(1) During the counseling session, the following skill sets were successfully used and demonstrated. The competencies of “active listening” (etc.) occurred; the counselor showed their ability to identify the counselee's core grievance.] [(2) This counseling session allowed me to demonstrate the (active listening, active speaking, life coaching, mediation, negotiation) skillset and enabled me to utilize these skill sets properly. During the counseling session opening, I built a rapport with the counselee by asking them several questions about their hobbies. Once a connection was established with the counselee, I then asked them what brings them to me today. Their initial responses demonstrated my ability to use active listening was necessary as I used context clues based on their body language, eye contact, and verbal pauses. Every few minutes during the counseling session, I utilized paraphrasing to ensure clarity and concise communication. The member identified they were having difficulties relating and communicating with their co-workers due to interpersonal conflict. With this level of insight, I explored the connection between active listening and active speaking. Several tactics of how to communicate through conflict by coaching them to stay focused on the main issue, patiently listen, attempt to see their perspective, respond with empathy, utilize “I” instead of you when you are responding, and to own what is yours to own in that conflict. Additionally, I advised them if there seemed not to be a solution or a compromise to re-engage with a mediator.] [(4) Based on my experience with counseling sessions, I drew upon my personnel views on this topic. The added use of the skill sets listed above and my personnel experience allowed me to understand better the importance of active listening, questioning techniques, and paraphrasing. It not only allowed me to aid my member but ensure the there was a positive outcome.] [(5) Finally, when reflecting on this counseling session and using the counseling core competencies to their fullest extent possible, I have gained invaluable confidence in my ability to professionally council a member as well as the ability to teach others within my organization these tools.]

Artifact alignment with competency

Author describes how the artifact(s) supports the competency he/she is trying to meet.

Competency alignment with prior knowledge - experiences

Author uses prior experience or knowledge to leverage views on the artifact alignment with the competency.

Reflection on experiences

Author reflects on why the skill set worked well for this competency and what changes could be made in the future to help advance their skills.

Reflection Rubric

Reflection must meet the following criteria:

- Competency and skill set identification
 - Author describes both the competency or skill set being evaluated he/she used
 - Author describes the situation without giving away and specific details
 - Author identifies the skill set or system used to meet the competency
 - The skill set aligns with competency
- Author describes how the skill(s) supports the competency he/she is trying to meet
 - NOTE: Skill(s) can be work-related or course-related
- Competency alignment with prior knowledge/experiences
 - Author uses prior experience or knowledge to leverage how the author views skill set alignment with the competency
- Reflection on experiences
 - Author reflects on:
 - Why the skill works well or not
 - What changes could be made in the future to help advance their skillset