

Write the correct answers below

REFLECTING UPON YOUR PERFORMANCE

If you work in a legal environment you will be expected to take some **responsibility** for your own progress. You will need to become an **independent** thinker, capable of evaluating your own performance, drawing conclusions about what you did well, what went wrong and how to improve. Your success and progression within the company will depend, to a large extent, on yourself.

As you carry out your work in a legal organisation you must learn to develop confidence in your own **judgement** of the work you produce. The feedback you **receive** from your Fee Earners and other colleagues will give you an opportunity to compare your own evaluations of your work with other **people's** evaluations.

You need to be clear in your own mind about what is required of your job and see for yourself whether or not you have achieved this successfully, **irrespective** of what anybody else thinks. Question yourself at all times. Is your audio transcription completely accurate? Did you prepare the files in sufficient time for the **Barrister** to take to **court**? Do you always treat clients with respect and **professionalism**? Always consider any differences between your own evaluation and the feedback you receive from others. Those differences may hold important clues about how to improve each **day's** performance. Your chances of promotion may depend on this.

Many areas of work now require a 'reflective **practitioner**' approach which is built into the work cycle in some way. This may be done through regular reviews or appraisal. Typically, this means taking personal responsibility for a wide range of activities which may include:

- your Continuing Professional Development (**CPD**);
- making a **fair** and reasonable evaluation of your **strengths, qualities** and skills;
- identifying ways of using your strengths to the best advantage;
- identifying personal limitations and areas that could be improved through training or practice;
- **making** useful contributions to team discussions;
- recognising your mistakes and your own **team's** mistakes.

It is relevant to note the difference between 'experience' and 'learning'. Experience can be the basis for learning and development. However, just because you have been through a particular experience (for example, taking notes during a court case or greeting a new **client**) this does not mean that you have learnt all there is to learn about it. Reflection is an important part of the learning experience. It is where you have the opportunity to **analyse** the experience, actively attempting to 'make sense' of the meaning of it.

PERFORMANCE

responsibility
independent

judgement
receive
people's

irrespective

Barrister
court?
professionalism

day's

practitioner'

(CPD)
fair
strengths, qualities

Indented bullet point

making
team's

client

analyse

Write the correct answers below

When you reflect upon the work you have just completed it involves looking at it from several points of view and checking that nothing has been **missed**. It is through reflection that you can acknowledge things you may find difficult to admit in the normal course of events. Perhaps you have a fear of letting your **colleagues** down, especially when you are busy and you are under pressure. You may need to consider ways in which your work capacity can be improved.

Reflection can bring greater clarity as though seeing things reflected back in a mirror. This can be useful at any stage in the process of carrying out or **reviewing** activities.

Making judgements and drawing appropriate conclusions is an essential element of reflection. It is a natural activity and is to be encouraged, however busy you are. To a greater or lesser extent we all spend time going back over what we have said or done. Often reflection **accompanies** hindsight. We appreciate long after an event how things might have been different or how some small event was more significant than we had realised.

In other words, we review what was said or done, weighing up the consequences and considering what the alternatives might have been. We evaluate whether we would do things differently if given the chance again or **whether** we **were** right the first time.

Always be positive throughout the reflective process. Your skills will not just be developed overnight. If you feel that you have been too critical in your reflections ask for additional feedback from your colleagues. You might be **surprised** when you receive their **feedback**. Other people will often see you in more positive ways than you see **yourself**.

missed

colleagues

reviewing

Justified right margin

accompanies

whether

were

surprised

feedback

yourself.