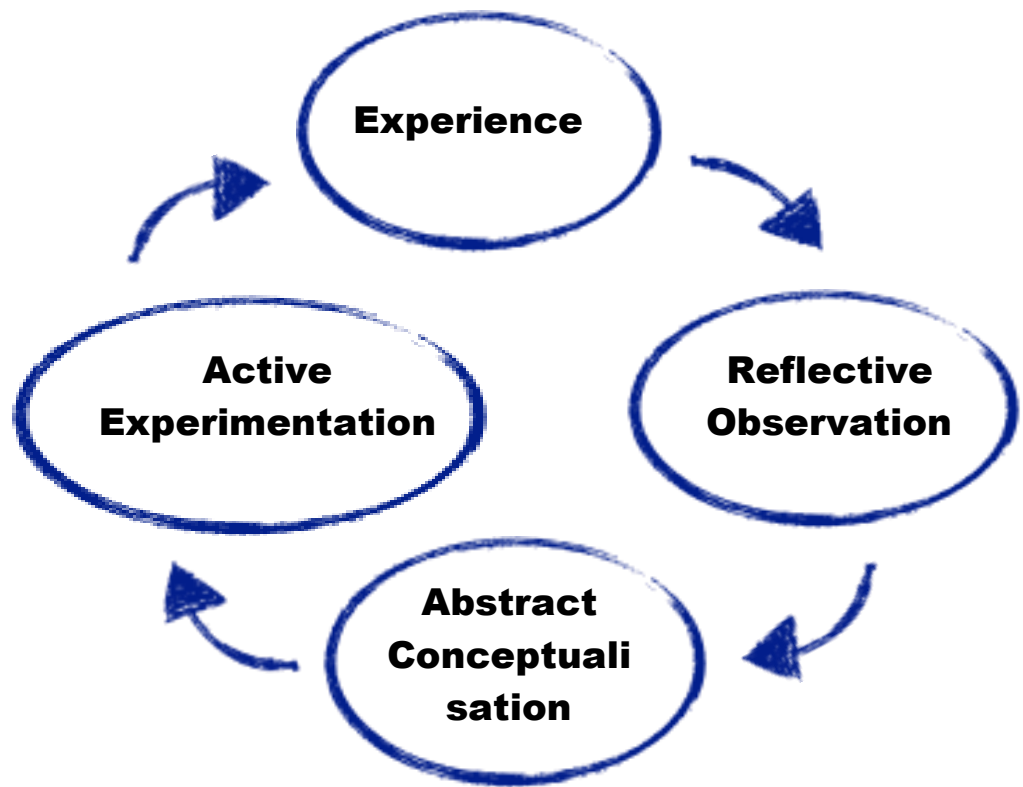


# LEARNING REPORT

Kolb's learning styles shows that we learn best when we use all four modes of learning. Reflection is often overlooked.



## Working with your Learning Report

An important part of learning is writing down the findings, experiences, ideas, and other thoughts during the course in a so-called learning report.

A learning report thus supports your professional learning and personal growth and it also helps you to recognize your strengths and weaknesses during learning.

You can repeat those successful moments that have been written down in "good days". It also encourages you to try again or to avoid the mistakes of your "bad days". Learning is more systematic when you follow your progress by using a learning report.

There are many other positive things in a learning report. It supports self-evaluation and self-reflection. It gives information about the

progress of the studies and hopefully encourages and motivates you. Looking back at a years worth of report entries is very satisfying and provides a record of all your learning. It also helps to clarify abstract concepts and theories.

In a learning report you can evaluate systematically what you have or have not learned, and what you should learn and study more. The way of learning is connected to learning skills. With a learning report you can see your way of learning as a process.

Through thinking about the way you study - and what other ways you could use as well - and writing down your results, you'll have a chance to evaluate and implement your learning.

You can instantly write down your thoughts and

feelings during the lessons. You should make notes after each lecture. The notes can be long, but it's also enough if you write down just a couple of your thoughts.

You only need to spend 10-30 minutes on the report every week. Remember: you write for yourself, not for the lecturer!

A simple process for reflecting in your report is asking the questions:

- What's working well?
- What could be better?

## Getting started on the learning report

At the beginning of the studies you probably completed a exercise thinking about your career and future. Use what you

wrote for that exercise as a start and then explore what you want to specifically get out of this course.

The following questions may be useful:

- What are you willing to learn?
- Compare your personal strategy to the course objectives?
- What grade would you like to achieve?
- How much work are you prepared to put into the course?
- In what ways do the course topics interest you?
- What type of businesses are you interested in?

## What do you bring to the course

These questions, when answered in your learning report, are useful in understanding your existing knowledge:

- What previous experience do you have about the course content?
- How have your other courses prepared you for this course?
- What do you know about the course topics from other students?
- Can you draw a mind-map showing all the previous learning you have done which relates to this course?
- Define your understanding of strategy as you see it. What are the core components and how do they relate to each other.

## Daily or regular report entries

Daily entries in your learning report can be a couple of lines to a couple of pages. Below are a list of creative ways in which you can capture your learning in your report.

- Write in your own words the contents and what you think are the most important issues from a particular lecture.
- What would you like to learn more of?
- What things were confusing or what did you not understand?
- Did you get any new ideas?
- What did you actually learn?
- Can you apply your learning to other courses / projects you are working on?
- Write in one sentence or paragraph what you take out of



This learning diary will be your primary source of input for your end of year reflective essay. The essay requires you to document and justify what you have learned throughout the duration of the course.

## Project work

Think about your project and what you want to address in the project. Write in your report your initial thoughts and how they progress throughout the course.

What is your project team like?  
How are you functioning as a team?

Mark your report entries for the project so that you can easily refer back to them for the project reflective essay required when you hand the project in.

## Final comments

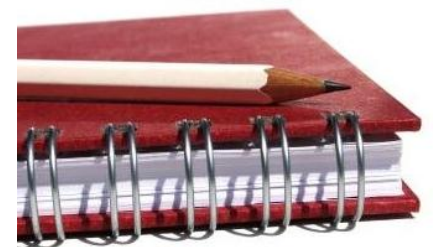
At the end of the course, evaluate how well you have achieved your goals.

Summarise your main experiences with the course (bad and good) and tell how you solved them. Tell also how you would improve your learning next time.

Finally, mention at least three things that would help the lecturer to improve the course and/or teaching next time.

---

This document is originally by Jouni Huotari and modified by Dale Williams under <http://creativecommons.org/licenses/by-nc-sa/2.5/za>



Choose a journal or blog or wiki which you can use throughout the year for your reflective diary.