

# Reflection Design Checklist

Ready to make reflection a transferable skill in your next training program? Use this checklist:

## I. REFLECTION-IN-ACTION

*During*

- Include "pause points" during simulations or practice where learners assess if their approach is working
- Teach learners to recognize signals that their strategy needs adjustment
- Build in real-time feedback loops that mirror on-the-job conditions

## II. REFLECTION-ON-ACTION

*After*

- Use role-specific debrief questions tied to actual performance challenges
- Ask learners to identify which strategies worked and why
- Have learners document lessons learned in a format they can reference later

## III. REFLECTION-FOR-ACTION

*Before the Next Task*

- Include planning prompts before each new practice scenario
- Ask learners to predict challenges and select strategies in advance
- Create a post-training reflection activity 2-4 weeks later that asks: "How did you apply this? What will you try next?"

## IV. TRANSFER TO REAL WORK

*Beyond the learning experience*

- Connect reflection to authentic, high-stakes contexts from the learner's job
- Make reflection prompts specific to the role, not generic
- Teach the reflective process explicitly so learners can use it independently