Reflective Report

Module 5 Practical Assignment & CoP Contribution

Purpose of this tool

Your Reflective Report is both your Module 5 final assignment and your first contribution to the IN.PACT Community of Practice. It documents your local facilitation project with honesty and depth. Write it for yourself first — then for the practitioner who will read it a year from now.

How to use this document

This template is designed to be filled in directly — on screen or printed. Fields marked with a dotted underline are for your input. Sections in blue boxes are guidance or instructions. You can adapt the language to fit your local context.

Recommended length: 800–1,200 words (excluding tables)

Tone: Personal, reflective, honest — not institutional or bureaucratic

Deadline: End of Module 5 — post on the course forum and submit to the CoP repository

Part A – Project Context

A.1 Your Project at a Glance

Project name / title	
Community / location	
Duration (from – to)	
Number of people directly involved	
Your role in the project	

A.2 What You Set Out to Do

In 2–3 sentences: What was the original intention of your project? What did you hope would happen?

Part B – What Actually Happened

B.1 Three Moments That Shaped the Project

Choose three specific moments — not summaries — that were significant. These can be positive, difficult, surprising, or ordinary. Be concrete.

Moment 1 (describe what happened, who was there, what was said or done):

Moment 2:

Moment 3:

B.2 What You Would Do Differently

This is often the most valuable section for other practitioners. Be specific and honest.

If I were starting this project again, I would change:

The mistake I most learned from:

Part C – What Changed (Outcome Mapping)

C.1 Your Boundary Partners and Their Progress

For each of your main Boundary Partners, describe what level of change you observed using the Expect / Like / Love to See framework.

Boundary Partner	Level of change observed	Specific behaviour or moment that showed this change

	□ Expect to see □ Like to see □ Love to see	
	□ Expect to see □ Like to see □ Love to see	
	□ Expect to see □ Like to see □ Love to see	

C.2 Unexpected Changes

What shifted that you didn't plan for? What surprised you about what the community did, said, or became?

Part D – Your Growth as a Facilitator

This section is for you. Write honestly. Nobody grows from polished self-presentation.

What has changed in how I see myself as a facilitator?

What did I learn about my triggers, strengths, or blind spots?

The most important thing I'm carrying forward:

Part E – Forward Questions

A report that ends with open questions is an invitation — to yourself, and to others in the CoP.

One question this experience has opened that I don't yet know how to answer:

What I most want to explore or try in my next facilitation work:

Submitting your Reflective Report

Post a copy of this report on the course forum under Module 5 – Final Assignment.

Complete the CoP Contribution Template (Tool 5) to submit a condensed version to the IN.PACT CoP repository.

You may choose to share your report publicly with the CoP or keep it private — both are valid choices.

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