

Deloitte.



Reflect, reconnect, refresh

Workbook

MAKING AN
IMPACT THAT
MATTERS
since 1845

Introduction

This workbook is for you to use to support your learning and development. The Reflect, Reconnect and Refresh workbook explores ways to practice and develop your skills.

Here, you'll find short exercises, helpful information and space to record your reflections.

It can be a valuable resource to revisit and add further learning and insights.

We hope you enjoy the session!

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Reflect, reconnect, refresh – An overview

Reflect, reconnect and refresh can be applied to your personal development, work and lifelong learning. It encourages a mindful approach to growth and helps you to evaluate and realign your learning.

Whether seeking personal growth, better decision-making, or a sense of purpose, you can find balance through reflecting, reconnecting and refreshing.

Why is it helpful to reflect, reconnect and refresh learning?

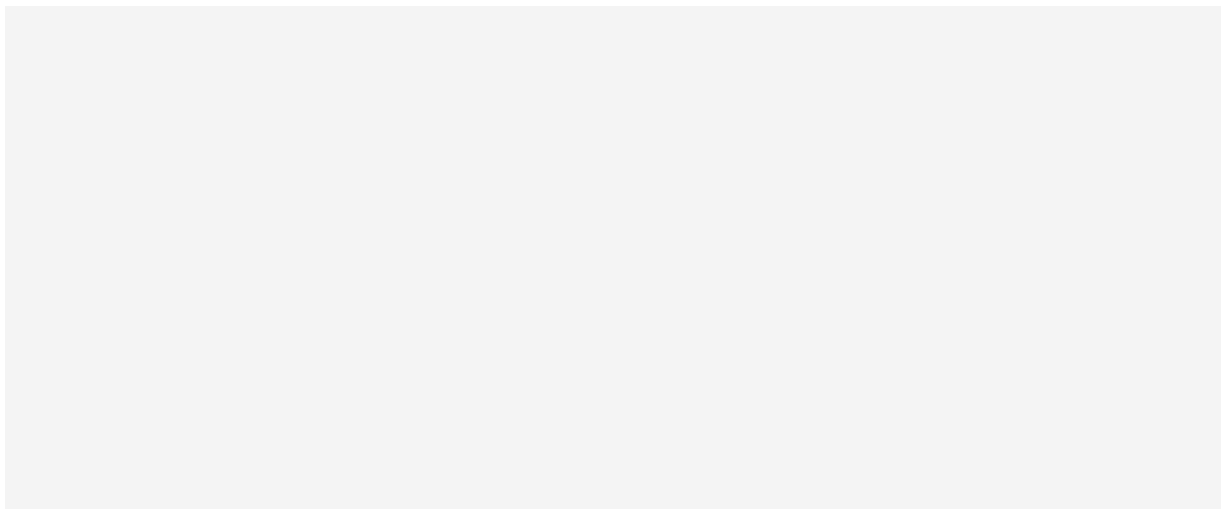
Reflect

Reflection is a helpful practice that turns your attention inwardly to examine your emotions, thoughts and experiences with a curious and open mindset.

Using reflection in learning and development helps you to gain a deeper understanding, explore meaning and gain insights that contribute to your self-awareness and personal growth.

When we reflect, we uncover valuable lessons from our learning experiences. Reflecting on successes and failures gives you comprehension to implement in your future personal growth.

Reflecting on the other workshops you have watched, what recent experiences, emotions, and thoughts have you gained from them?



Reflection quiz

This quiz will help you identify your strengths in the workshops in this series.

Your results will help you identify the skills you have, strengths you need to maintain and where there's room for improvement.

For each statement, choose a response that best reflects your behaviours.

Communication

Total score:

1. I find it easy to communicate complex ideas with clarity.

1	Strongly disagree	Answer: <div></div>
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

2. I am comfortable expressing my thoughts and opinions in group discussions.

1	Strongly disagree	Answer: <div></div>
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

3. When listening to others, I give them my full attention.

1	Strongly disagree	Answer: <div></div>
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

Reflection quiz

Collaboration

Total score:

1. I enjoy working in teams and value the input of others when making decisions.

1	Strongly disagree	Answer: <div></div>
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

2. I actively seek out opportunities to collaborate.

1	Strongly disagree	Answer: <div></div>
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

3. I find it fulfilling to work with diverse teams and appreciate different perspectives.

1	Strongly disagree	Answer: <div></div>
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

Reflection quiz

Relationship Building

Total score:

1. Building and nurturing relationships comes naturally to me; I enjoy connecting with others.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

2. I enjoy helping others succeed and celebrate their achievements.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

3. I seek opportunities to connect with new people and build relationships.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

Reflection quiz

Networking

Total score:

1. I feel comfortable introducing myself to new people and contributing to discussions.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

2. I am skilled at maintaining relationships and staying connected.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

3. I feel prepared and confident ahead of attending networking events.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

Reflection quiz

Leading the way

Total score:

1. Others often look to me for guidance and direction in group settings.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

2. I enjoy leading the way on projects and leading teams toward achieving goals.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

3. I actively listen to others and embrace different ideas and viewpoints.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

Reflection quiz

Emotional intelligence

Total score:

1. I understand others' emotions and can empathise with their experiences.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

2. I am skilled at managing my own emotions.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

3. I practice the five components of emotional intelligence often.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

Reflection quiz

Body language

Total score:

1. I am attentive to nonverbal cues and can interpret other peoples’ intentions.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

2. I observe my body language and manage it consciously when required.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

3. I often look for ways to improve my body language for effective communication.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

Reflection quiz

We grow together

Total score:

1. I actively seek out new information and enjoy acquiring new knowledge.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

2. I often discuss and share my learning with others to encourage their growth.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

3. I see the value in working and learning from others.

1	Strongly disagree	Answer:
2	Disagree	
3	Neutral	
4	Agree	
5	Strongly agree	

Reflection quiz

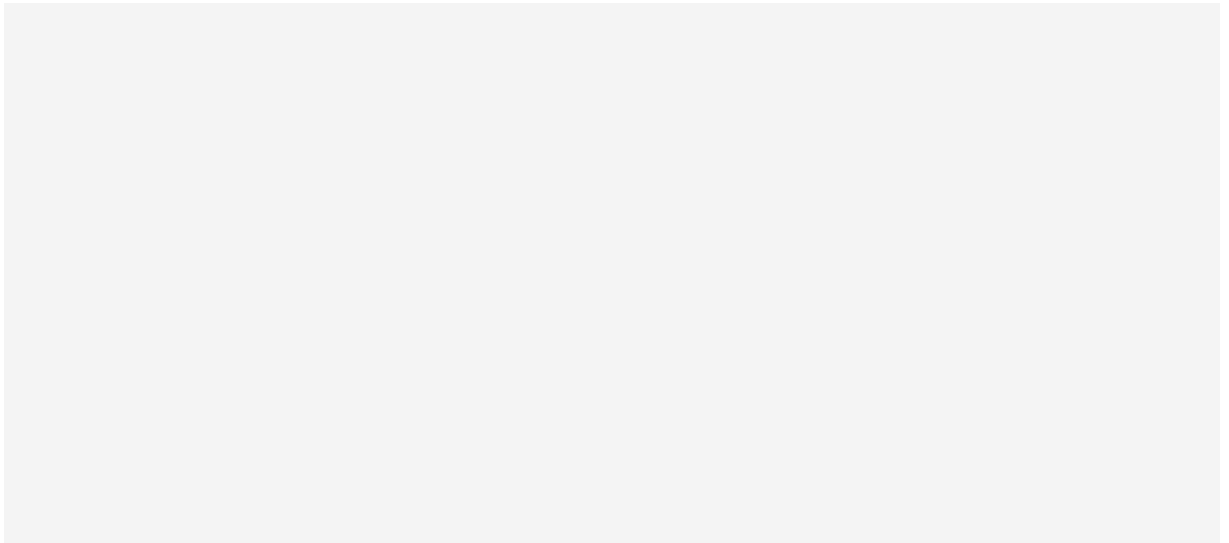
Scoring: Add up your scores for each section and find out where you need to develop your key skills:

- **0-3 – Underdeveloped** – Allocate your time to developing this skill. Use the Make it Matter session template to further your learning and set actions to master this skill.
- **4-8 –Developing** – This skill is a work in progress. You understand some elements, and with time and work, you will grow in confidence as you develop this skill.
- **9-12 –Proficient** – You have an excellent comprehension of this skill and have identified your strengths and areas for improvement. Continue developing your skills and stay current with the latest learning and methods.
- **12-15 –Excellent** – You brilliantly grasp this skill and understand the fundamentals. Remember to maintain your learning and seek new ways to develop for personal growth and success.

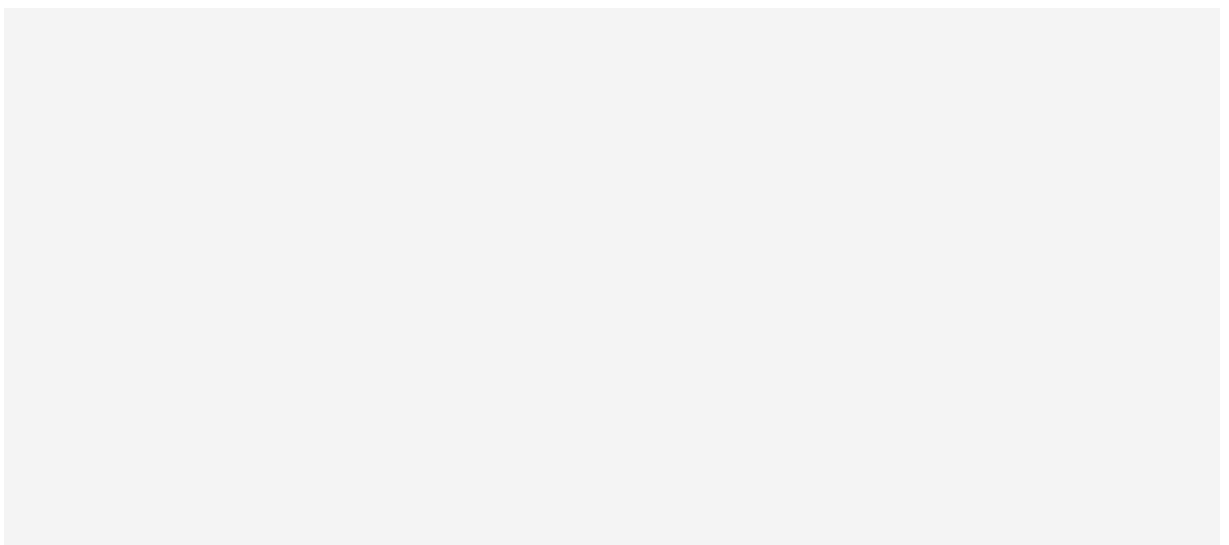
Reflect

Reflecting over the other workshops and the quiz, which skills do you have, and which do you need to improve?

My strengths:



Areas to improve:



Reconnect

Reconnecting with learning is about identifying the areas you enjoy and reflecting on how to reconnect with your passions, goals and aspirations.

This section is about aligning your actions with what matters to you and finding purpose.

You'll look deeper into your interests, values and goals and explore how to integrate them into your daily life.

1. Identify your core values and explain how they align with your current goals

1.	
2.	
3.	
4.	
5.	

Reconnect

2. Reflect on each of the values you have chosen. What does each value mean to you, and why is it significant?

1.

2.

3.

4.

5.

3. Reflecting on the workshops and the skills associated, how do they connect to your values?

1.

2.

3.

4.

5.

Reconnect

4. How can you form stronger connections between your values and learning actions?

1.

2.

3.

4.

5.

Refresh

To refresh your learning journey, you're encouraged to embrace a growth mindset, explore new methods and perspectives and remain committed to evolving your knowledge.

There is value in ongoing learning and discovering new ways of learning, emerging trends, and innovations to enhance your personal growth and contribute to your continuous improvement.

Here are some ways to refresh your learning and stay up-to-date:

1. Embrace curiosity through asking questions, seeking information and exploring topics that interest you.

Which skills from the series will you focus on and apply a curious mindset?

1.

2.

3.

4.

5.

Refresh

2. Read widely by exploring books, articles and online resources on various topics to expose you to new ideas and perspectives.

Resources you currently use:

- 1.
- 2.
- 3.
- 4.
- 5.

Resources you could try:

- 1.
- 2.
- 3.
- 4.
- 5.

Refresh

3. Follow thought leaders to gain valuable insights from their shared content.

What thought leaders could you follow and learn from?

1.

2.

3.

4.

5.

4. Attend workshops, short courses and webinars about emerging tools and techniques in the skill you want to develop.

List where to find workshops, courses and webinars.

1.

2.

3.

4.

5.

Refresh

5. Refresh your learning goals and set new objectives to encourage ongoing motivation.

Which skills-learning goals will you refresh, and what are the new objectives?

Skill:

New Objectives:

Skill:

New Objectives:

Skill:

New Objectives:

Skill:

New Objectives:

Skill:

New Objectives:

Developing skills top tips

1. Allocate dedicated time to reflect on your learning and set goals.
2. Practise regularly and schedule when you're going to develop your skills.
3. Ask for feedback on your skills from mentors, peers or family to measure your improvements and progression.
4. Challenge yourself, push your boundaries, and tackle more complex skills that drive you out of your comfort zone.
5. Adapt and evolve your learning approaches; flexibility will help you grow your skills.
6. Cultivate a curious mindset and seek new information and learning methods.
7. Embrace failure and learn from mistakes to improve.
8. Celebrate milestones and achievements along the way.

What other tips have you come across for developing skills?

1.

2.

3.

4.

5.

The benefits of reflecting, reconnecting and refreshing

Incorporating reflection, connection and refreshment into your skill development will enhance meaning and provide depth and effectiveness to your learning journey. Here are a few benefits:

Self-awareness

Reflection allows you to gain insight into your strengths, weaknesses and areas for improvement.

Focused learning

By reconnecting with your passions and values, you align your skill development with what matters to you. Focus will enhance your motivation and engagement.

Adaptability and growth

Reconnecting with a growth mindset will help you embrace change and challenges, which is essential for learning new skills and evolving.

Purposeful progress

You bring purpose to your skills through reconnection with your values and passion. As a result, you experience fulfilment as you achieve milestones.

The benefits of reflecting, reconnecting and refreshing

Adaptive problem-solving

You learn from past experiences by reflecting on challenges and failures, equipping you with problem-solving skills to apply to future scenarios.

Confidence building

Reviewing your progress and achievements will boost your self-confidence and influence your approach to furthering your skills.

Efficient learning

You can identify which strategies work best for you by reflecting on your learning methods and making your learning process more efficient.

Communication and collaboration

Developing skills through reflection and reconnection enhances communication, collaboration and relationship-building skills as you connect more to your passions and values.

Long-term relevance

When you reflect, reconnect and refresh your skills, they are more likely to remain relevant over time and adapt to changing trends and future innovations.

Next steps

- 1. Revisit this workbook once a month every few months to check in and reflect on your skills.
- 2. Continue developing your skills, paying particular attention to the skills you feel less confident in.
- 3. Ask others for feedback on your personal development progress to measure the growth of your skills.
- 4. Look at other learning resources to further develop, and remember to take time to reflect, reconnect and refresh your learning.
- 5. Practice, practice, practice.

What are you going to do reflect on your skills?

1.

2.

3.

Summary

“If your actions create a legacy that inspires others to dream more, learn more, do more and become more, then, you are an excellent leader”.

– Dolly Parton

Reflecting on your learning experiences cultivates self-awareness and a deeper understanding of your journey.

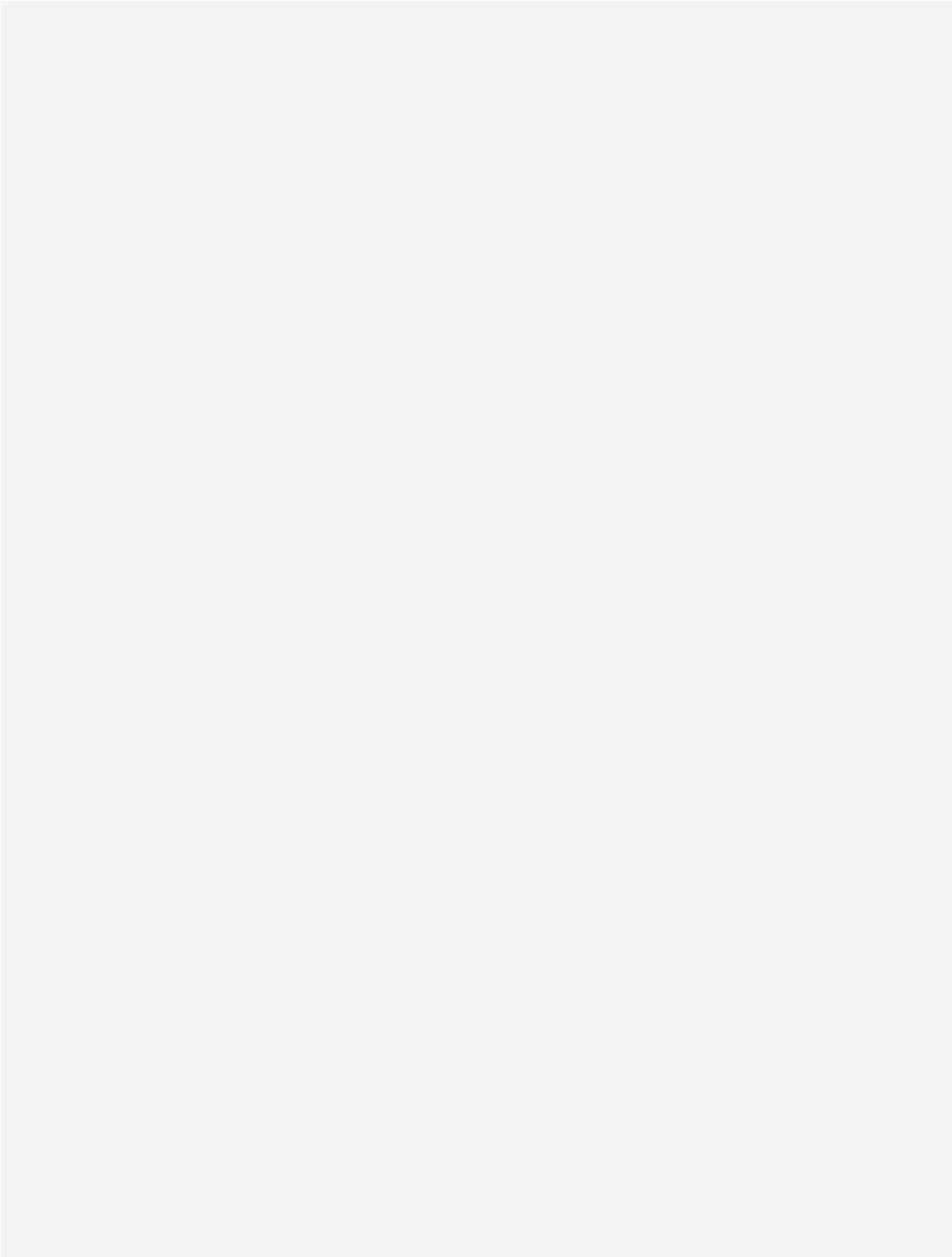
Reconnecting with your passions and values ensures your efforts align with what matters to you.

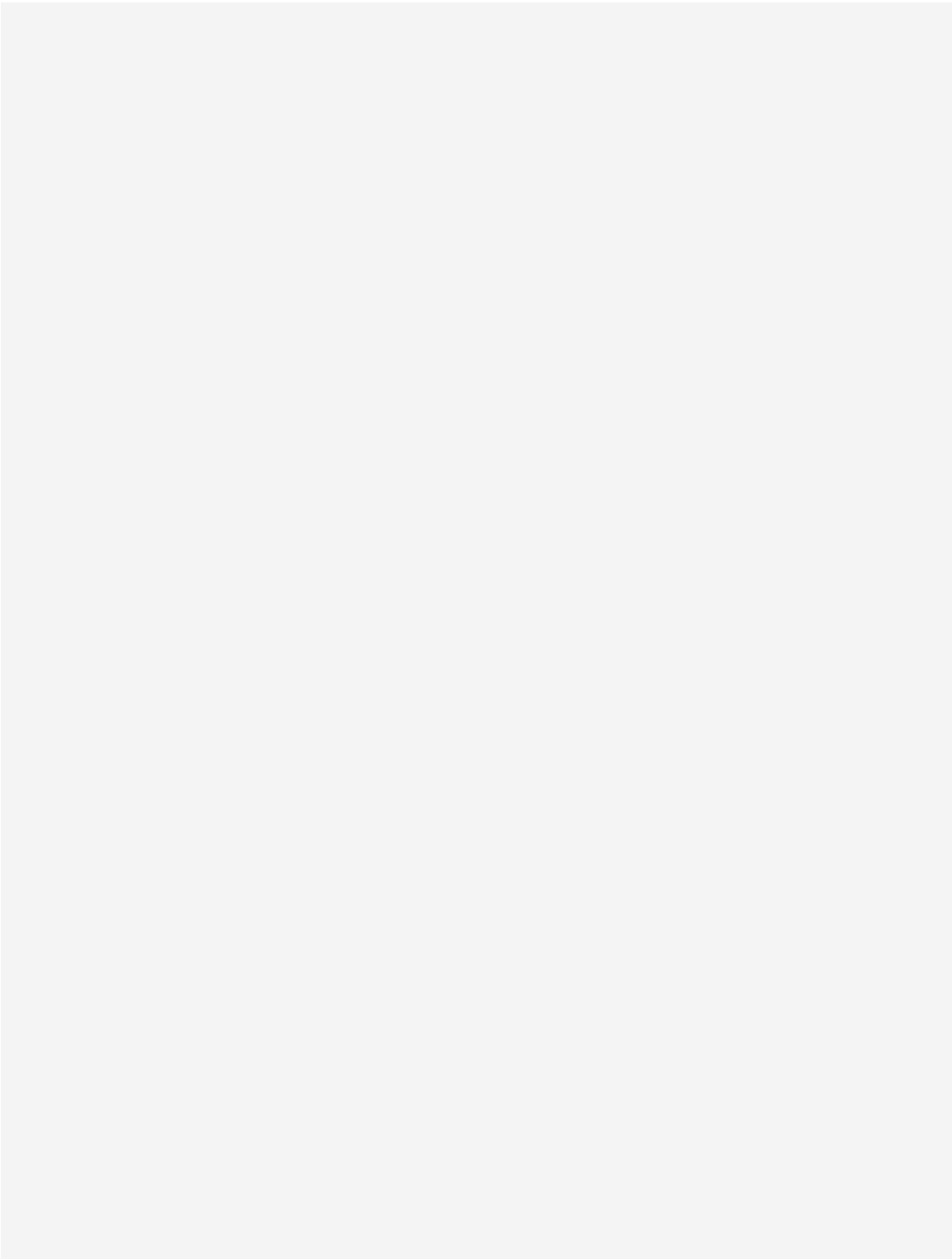
Refreshment fuels continuous learning, adaptability and a desire for new knowledge.

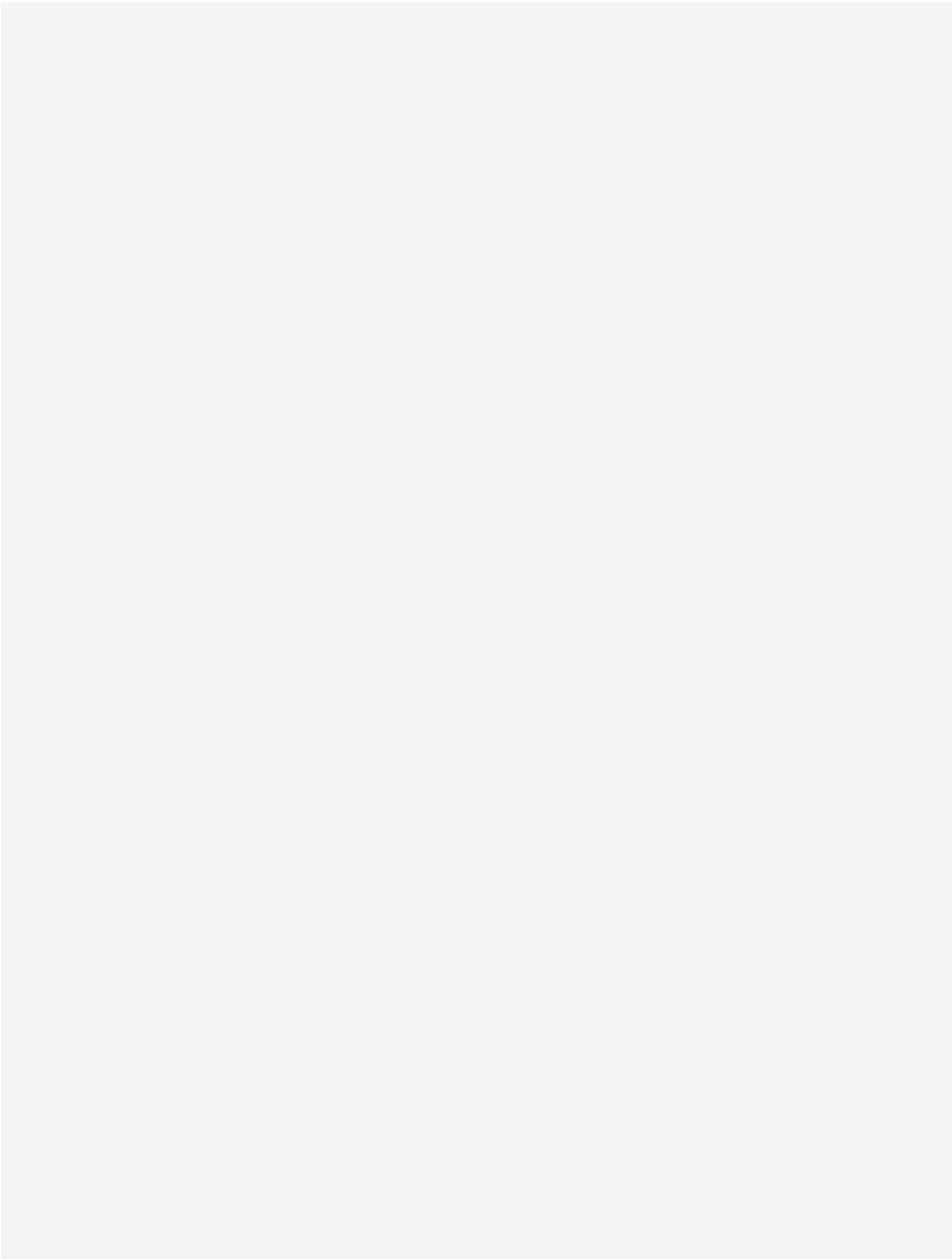
Reflect, reconnect, refresh – cultivate your curiosity and make an impact through your personal development. Make it matter.

Further links

- [Careers at Deloitte](#)
- [Our programmes](#)
- [Our events](#)
- [Frequently asked questions](#)
- [Dot the Bot \(ask a question\)](#)







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