



# FACULTY-IN-TRAINING PROGRAM

## Guide for FIT Annual Self-Assessment Reflective Essay

### Goal:

The purpose of this tool is to structure your self-assessment of your progress in the FIT program to date, both to help reflect on work done already and to plan for a successful FIT journey ahead.

### Four core FIT domains:

Please write three paragraphs addressing your self-assessment of your progress for **each** of the four key domains of the FIT program (12 paragraphs total):

- Facilitation
- Coaching
- Personal Awareness.
- Workshop Development

To help structure your reflections, we have identified three milestones or subdomains for each domain that we are asking you to address.

In addition, please conclude your essay with one or two paragraphs reflecting on your progress as it relates to diversity, equity and inclusion; leadership; teamwork; and conflict engagement.

### Self-reflection:

For each of the four domains, we have identified specific competencies (or macroskills) that we are asking you to reflect upon (these are based on the skills defined in the FIT tracker). We are not expecting you to have focused on all these areas. One purpose of this exercise is to clarify where you have focused and where you have not so as to help you decide what you want to work on in the future.

The goal of this self-reflective process is also to develop your reflective practice skills. A key element of reflective practice is to learn to identify evidence that can help you assess your progress and performance accurately. We hope that reviewing the past year and your evidence of your progress to date will provide you an opportunity to reflect rigorously on your growth in the program. One benefit of enhancing our self-assessment skills with this process is that we become less dependent on the assessment of others.

### Evidence of success:

In the process of your reflection, we ask that you consider what evidence you have so far on your performance in the FIT program.

Such as:

- Your own observations of your facilitation and teaching sessions
  - successes you had
  - challenges you faced
  - what you did, and what worked and what didn't work so well
  - what you might do the same or differently next time
- Your own observation of your internal state as you practice and implement the skills of the FIT program and your ability to manage your emotions and hot buttons.
- Feedback from co-facilitators and faculty.
- Feedback from learners and participants.

### Written reflection structure:

To structure your written reflections, **for each of the four domains** we ask you to write one paragraph on each of the macroskills with each paragraph addressing strengths, areas for improvement and learning plans to answer the following:

- 1) Where does this domain (and its macroskills) apply in your own professional context and FIT journey?

- 2) What are your areas of greatest strength and/or growth with regard to this macroskill? Please describe one or two experiences that demonstrate evidence that supports this assessment.
- 3) What are the areas you most want to improve or in which you see the greatest opportunities for growth? Describe one or two experiences that demonstrate evidence that supports this assessment.
- 4) What is a learning goal for this macroskill? If applicable, describe your specific next action step to increase your learning/skill in this area. We understand that you may not have a learning goal for every macroskill depending on your progress and focus and priorities.

The extent to which all four of these listed areas can be addressed will vary from domain to domain and from macroskill to macroskill. We expect that there will be areas in which you have focused and areas in which you have not. Therefore, we expect there will be areas for which you have few if any experiences to draw on for evidence. For areas with more evidence, all four listed items above should be covered whereas for areas with little or no evidence, it may make more sense to focus on 1) and 4).

Four FIT Domains	Competencies (Macroskills)
Coaching	<ol style="list-style-type: none"> <li>1) Demonstrate skills for orienting coachee to the coaching process and building rapport to establish an effective, supportive relationship.</li> <li>2) Exhibit listening and reflective skills to set goals, develop action plan, and assess progress.</li> <li>3) Deliver and elicit balanced behavioral feedback, consistent with meeting desired vision.</li> </ol>
Facilitation	<ol style="list-style-type: none"> <li>1) Demonstrate ability to facilitate group through developmental stages while maintaining a safe learning environment.</li> <li>2) Facilitate the development of both skills and personal awareness in participants.</li> <li>3) Demonstrate awareness of group process and intervene when appropriate in a manner that is group/learner/relationship centered.</li> </ol>
Personal Awareness	<ol style="list-style-type: none"> <li>1) Cultivate awareness of one's own emotions and biases</li> <li>2) Cultivate and use self-awareness in relationships</li> <li>3) Handle challenging situations</li> </ol>
Workshops	<ol style="list-style-type: none"> <li>1) Participate in workshop design process, demonstrating understanding and application of content in workshop design</li> <li>2) Apply small group facilitation skills to development process with design team</li> <li>3) Demonstrate knowledge and application of curriculum design principles</li> </ol>

**DOMAIN 1: COACHING**

- 1) Demonstrate skills for orienting coachee to the coaching process and building rapport to establish an effective, supportive relationship.
  - a. Where does this domain (and its macroskills) apply in your own professional context and FIT journey?
  - b. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are your areas of greatest strength and/or growth with regard to this macroskill? Please describe one or two experiences that demonstrate evidence that supports this assessment.
  - c. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are the areas you most want to improve or in which you see the greatest opportunities for growth? Describe one or two experiences that demonstrate evidence that supports this assessment.
  - d. What is a learning goal for this macroskill? If applicable, describe your specific next action step to increase your learning/skill in this area.
- 2) Exhibit listening and reflective skills to set goals, develop action plan, and assess progress.
  - a. Where does this domain (and its macroskills) apply in your own professional context and FIT journey?
  - b. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are your areas of greatest strength and/or growth with regard to this macroskill? Please describe one or two experiences that demonstrate evidence that supports this assessment.
  - c. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are the areas you most want to improve or in which you see the greatest opportunities for growth? Describe one or two experiences that demonstrate evidence that supports this assessment.
  - d. What is a learning goal for this macroskill? If applicable, describe your specific next action step to increase your learning/skill in this area.
- 3) Deliver and elicit balanced behavioral feedback, consistent with meeting desired vision.
  - a. Where does this domain (and its macroskills) apply in your own professional context and FIT journey?
  - b. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are your areas of greatest strength and/or growth with regard to this macroskill? Please describe one or two experiences that demonstrate evidence that supports this assessment.

- c. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are the areas you most want to improve or in which you see the greatest opportunities for growth? Describe one or two experiences that demonstrate evidence that supports this assessment.
- d. What is a learning goal for this macroskill? If applicable, describe your specific next action step to increase your learning/skill in this area.

## DOMAIN 2: FACILITATION

- 1) Demonstrate ability to facilitate group through developmental stages while maintaining a safe learning environment.
  - a. Where does this domain (and its macroskills) apply in your own professional context and FIT journey?
  - b. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are your areas of greatest strength and/or growth with regard to this macroskill? Please describe one or two experiences that demonstrate evidence that supports this assessment.
  - c. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are the areas you most want to improve or in which you see the greatest opportunities for growth? Describe one or two experiences that demonstrate evidence that supports this assessment.
  - d. What is a learning goal for this macroskill? If applicable, describe your specific next action step to increase your learning/skill in this area.
- 2) Facilitate the development of both skills and personal awareness in participants.
  - a. Where does this domain (and its macroskills) apply in your own professional context and FIT journey?
  - b. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are your areas of greatest strength and/or growth with regard to this macroskill? Please describe one or two experiences that demonstrate evidence that supports this assessment.
  - c. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are the areas you most want to improve or in which you see the greatest opportunities for growth? Describe one or two experiences that demonstrate evidence that supports this assessment.
  - d. What is a learning goal for this macroskill? If applicable, describe your specific next action step to increase your learning/skill in this area.
- 3) Demonstrate awareness of group process and intervene when appropriate in a manner that is group/learner/relationship centered.
  - a. Where does this domain (and its macroskills) apply in your own professional context and FIT journey?

- b. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are your areas of greatest strength and/or growth with regard to this macroskill? Please describe one or two experiences that demonstrate evidence that supports this assessment.
- c. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are the areas you most want to improve or in which you see the greatest opportunities for growth? Describe one or two experiences that demonstrate evidence that supports this assessment.
- d. What is a learning goal for this macroskill? If applicable, describe your specific next action step to increase your learning/skill in this area.

### **DOMAIN 3: PERSONAL AWARENESS**

- 1) Cultivate awareness of one's own emotions and biases
  - a. Where does this domain (and its macroskills) apply in your own professional context and FIT journey?
  - b. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are your areas of greatest strength and/or growth with regard to this macroskill? Please describe one or two experiences that demonstrate evidence that supports this assessment.
  - c. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are the areas you most want to improve or in which you see the greatest opportunities for growth? Describe one or two experiences that demonstrate evidence that supports this assessment.
  - d. What is a learning goal for this macroskill? If applicable, describe your specific next action step to increase your learning/skill in this area.
- 2) Cultivate and use self-awareness in relationships
  - a. Where does this domain (and its macroskills) apply in your own professional context and FIT journey?
  - b. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are your areas of greatest strength and/or growth with regard to this macroskill? Please describe one or two experiences that demonstrate evidence that supports this assessment.
  - c. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are the areas you most want to improve or in which you see the greatest opportunities for growth? Describe one or two experiences that demonstrate evidence that supports this assessment.
  - d. What is a learning goal for this macroskill? If applicable, describe your specific next action step to increase your learning/skill in this area.

- 3) Handle challenging situations
  - a. Where does this domain (and its macroskills) apply in your own professional context and FIT journey?
  - b. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are your areas of greatest strength and/or growth with regard to this macroskill? Please describe one or two experiences that demonstrate evidence that supports this assessment.
  - c. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are the areas you most want to improve or in which you see the greatest opportunities for growth? Describe one or two experiences that demonstrate evidence that supports this assessment.
  - d. What is a learning goal for this macroskill? If applicable, describe your specific next action step to increase your learning/skill in this area.

#### **DOMAIN 4: WORKSHOPS**

- 1) Participate in workshop design process, demonstrating understanding and application of content in workshop design
  - a. Where does this domain (and its macroskills) apply in your own professional context and FIT journey?
  - b. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are your areas of greatest strength and/or growth with regard to this macroskill? Please describe one or two experiences that demonstrate evidence that supports this assessment.
  - c. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are the areas you most want to improve or in which you see the greatest opportunities for growth? Describe one or two experiences that demonstrate evidence that supports this assessment.
  - d. What is a learning goal for this macroskill? If applicable, describe your specific next action step to increase your learning/skill in this area.
- 2) Apply small group facilitation skills to development process with design team
  - a. Where does this domain (and its macroskills) apply in your own professional context and FIT journey?
  - b. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are your areas of greatest strength and/or growth with regard to this macroskill? Please describe one or two experiences that demonstrate evidence that supports this assessment.
  - c. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are the areas you most want to improve or in which you see the greatest opportunities for growth? Describe one or two experiences that demonstrate evidence that supports this assessment.

- d. What is a learning goal for this macroskill? If applicable, describe your specific next action step to increase your learning/skill in this area.
- 3) Demonstrate knowledge and application of curriculum design principles
- a. Where does this domain (and its macroskills) apply in your own professional context and FIT journey?
  - b. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are your areas of greatest strength and/or growth with regard to this macroskill? Please describe one or two experiences that demonstrate evidence that supports this assessment.
  - c. IF YOU HAVE DONE WORK ON THIS MACROSKILL: What are the areas you most want to improve or in which you see the greatest opportunities for growth? Describe one or two experiences that demonstrate evidence that supports this assessment.
  - d. What is a learning goal for this macroskill? If applicable, describe your specific next action step to increase your learning/skill in this area.

**OTHER DOMAINS:**

Please conclude your essay with one or two paragraphs reflecting on your progress as it relates to diversity, equity and inclusion; leadership; teamwork; and conflict engagement.