Reflective Journaling Templates

Templates for journaling seven competencies

This section contains journaling templates tailored to the seven competency areas for Research Managers.

Cognitive Abilities/Personal Attributes

Reflective Prompt:

- Describe a recent challenge or problem you encountered in your research management role.
- Analyse the situation using critical thinking skills. What different perspectives did you consider?
- Reflect on your strategies to address the challenge and any creative solutions you developed.
- Identify any areas where you can further develop your cognitive abilities.

Describe:

Analyse:

Reflect:

Identify:

Technical Proficiency:

Reflective Prompt:

- Document your experiences with technical tools and methods used in research management (e.g., data collection, analysis, IT skills).
- Reflect on your proficiency level in each area. What aspects do you feel confident in, and where do you see room for improvement?
- Describe any challenges you faced when applying technical skills to your research projects.
- Identify opportunities for further training or skill development to enhance your technical proficiency.

Describe:

Analyse:

Reflect:

Identify:

Research Project Management/Oversight:

Reflective Prompt:

- Document your experiences in planning, executing, and monitoring research projects.
- Reflect on your project management strategies and the effectiveness of your oversight.
- Describe any challenges or obstacles you encountered during project management and how you addressed them.
- Identify lessons learned and areas for improvement in your project management approach.

Describe:

Analyse:

Reflect:

Identify:

Stakeholder Engagement:

Reflective Prompt:

- Reflect on your engagement efforts with external audiences, stakeholders, and the broader community.
- Describe recent interactions or initiatives aimed at connecting research with the community.
- Analyse the impact of your community engagement activities and any lessons learned.
- Identify opportunities to enhance your community engagement strategies and build stronger connections.

Describe:

Analyse:

Reflect:

Identify:

Communication:

Reflective Prompt:

- Reflect on your communication efforts within and outside the research team.
- Describe recent interactions with stakeholders, funders, partners, and media.
- Analyse the effectiveness of your communication strategies and the impact on project outcomes.
- Identify areas for improvement in your communication skills and strategies for enhancing information exchange and collaboration.

Describe:

Analyse:

Reflect:

Identify:

Line Management and Talent Development:

Reflective Prompt:

- Document your experiences in managing teams and developing talent within your organization.
- Reflect on your leadership style and the effectiveness of your management approach.
- Describe any challenges or successes you encountered in managing team performance and development.
- Identify areas for growth as a leader and strategies for supporting the professional development of your team members.

Describe:

Analyse:

Reflect:

Identify:

Subject Matter Expertise/Specialised Knowledge:

Reflective Prompt:

- Reflect on your understanding of specialized areas relevant to research management (e.g., research finance, ethics, technology transfer).
- Describe recent experiences where you applied subject matter expertise in your role.
- Analyse how your expertise contributed to the success of research projects or initiatives.
- Identify areas for continuous learning and development within your specialized areas of knowledge.

Describe:

Analyse:

Reflect:

Identify: