

Development Training Programme:

Scholar Learning Portfolio

We encourage you to complete a learning portfolio as part of your Scholarship Development Training Programme in order to record your reflections and consolidate the knowledge you have gained as you progress through your course. The template below has been designed to signpost the key learning steps in the training and guide you through completing the exercises and reflections. We recommend that your portfolio is no more than about 2 sides of A4, or approximately 1,000 words long.

The format you choose for your learning portfolio is up to you. It could be a Word document, a Google Doc, or handwritten notes. Whichever learning portfolio format you decide on, make sure you are comfortable using it to record your reflections and consider what legacy this will have after the training has finished. You may want to consider the following while writing your portfolio:

* Will you want to share your portfolio with peers? How should you structure your reflections?
* How can you adapt your portfolio to best reflect your latest ambitions?
* How might you use your learning portfolio for your future projects?

The key points listed below are suggested points to structure your portfolio as you progress through the **‘Understanding Development Impact’ training on FutureLearn:**

* Describe what it means to be a Commonwealth Scholar, and why you decided to embark on your course of study.
* What is your anticipated impact/what do you hope to achieve as a result of your Commonwealth Scholarship?
* What does development mean to you?
* Sustainable Development Goals (SDGs) and global challenges – which are relevant to your studies?
* The practice of development – which changes do you wish to see, and how will you make it happen?
* Biases and assumptions – which ones do you face?
* Investigating development issues in your community
* Working with partners and other stakeholders
* Evaluation: what, when, why and how

Think about some of the following takeaways from the specific **workshops** you have attended and incorporate into your portfolio the answers to the below that apply to you the most:

* What have you learnt about the **SDGs** in relation to your own research?
* You have learnt about different actors in development (public, private and civil society). Note down ideas of **actors** that you might approach or have interaction with next as part of your research, or an institution that could be useful to you in your next steps.
* What have you learnt about the role of **strategic planning** that will boost your development impact?
* You have learnt the importance of recognising the **different types of impact** you can create with your research. Name two specific (achievable by you, measurable) impacts you would like to have in your field through your research. What are the three outputs you have worked on during your degree to achieve these impacts?
* Different types of professional **writing styles** were discussed: highlight the goal and focus of each style. In the table below, write down how you have used different writing styles in the past, and where have these styles been successful or unsuccessful.

|  |  |  |
| --- | --- | --- |
| Type of writing style  | Successful  | Unsuccessful  |
| Factual/informational  |  |  |
| Influencing/persuasive  |  |  |
| Liaising/organising  |  |  |
| Friendly  |  |  |

* In regard to **communication faux pas**, examples are: failure to communicate fully, assuming someone else has taken responsibility, being unprepared, using the wrong communication tool, or failure to consider actions or words. Which one of these communication faux pas have you made in the past? Write how you intend to avoid making this faux pas in future.
* 9 key **influencing tactics** were discussed in the workshops; refer back to the slides (Influencing and Overcoming Barriers) and note which tactic do you commit to practicing and using in your next project and why?
* We discussed why learning to navigate **Cultural Intelligence** can help (avoid miscommunication, empathy to a colleague’s viewpoint to win them over, find common grounds to avoid. Resolve conflict). Write one short term/ upcoming scenario where applying improved CQ can help.
* During the **leadership and decision-making** training, we discussed how leadership is distinct from management, and the key traits of a manager versus a leader. Identify a project you are currently working on. Write down the key traits and behaviour patterns you are deploying. Does this make you a leader or a manager or both?
* During the **social enterprise, institutions and impact** training, we discussed how not-for-profits and social enterprises are funded, for example: individual donations; corporate partnerships; foundation grants; government contracts; loans; membership fees; trading activity. Think about an idea that you have for your own social organisation, or how you might fund a research project. Do some research and write down:
1. Which one of these funding options would work best for your specific idea?
2. What are some specific examples (specific contracts, grants) you could pursue?
* During the **social impact and evaluation** training, we discussed Theory of Change, in brief how does the programme fix or address the problem emerging from your Needs Assessment? How does it achieve the desired goal?