# Project Placement: Planning and Reflection Template

## Introduction

## This template is designed to support you in getting the most out of your shadowing experience. It provides a structured space for shadows to plan learning objectives, log activities, and reflect on development throughout the shadowing period. It also supports hosts and line managers in guiding and reviewing the shadowing journey.

## Shadowing overview

## Use this section to confirm the key details of the shadowing arrangement. It helps ensure everyone is aligned from the outset and provides a quick reference throughout.

|  |  |
| --- | --- |
| Detail | Information |
| Name of Shadow (Guest) |  |
| Job Title & Department |  |
| Line Manager |  |
| Host Name |  |
| Host Department |  |
| Shadowing Period | From: \_\_\_/\_\_\_/\_\_\_\_\_\_ To: \_\_\_/\_\_\_/\_\_\_\_\_\_ |
| Estimated Time Commitment  |  |
| Key Dates | Intro Meeting:Mid-Point Check-In (optional):Final Meeting:  |

## Shadowing Objectives

## Agree up to 3–5 objectives that outline what the shadow hopes to gain. These should focus on learning new skills, gaining exposure to particular tasks, or deepening understanding of a specific area.

|  |  |
| --- | --- |
| Objective | Description |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 (optional) |  |
| 5 (optional) |  |

## Planned Activities & Learning Log

## Use this section to record what the shadow attends or observes. Note down any key takeaways – this will help with final reflection and linking learning back to your role.

| Activity | Date | What I did / observed | Key learning / takeaway |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Mid-Point Check-In (optional)

## In most cases, work shadowing should total no more than 1–2 working days. However, where this time is spread over several weeks, adding a mid-point check-in can help ensure the shadowing is effective and provides an opportunity to make any necessary adjustments to support learning.

## Suggested discussion prompts:

## What’s going well so far?

## What’s been most insightful or unexpected?

## Are we on track to meet the agreed objectives?

## Are there any activities or areas you’d like more exposure to?

## How might this learning be applied in your role?

## Notes:

|  |
| --- |
|  |

# Final Reflection & Evaluation

## At the end of the shadowing period, both the Shadow and Host should complete an online evaluation:

## [Shadow Evaluation Form](https://forms.office.com/Pages/ResponsePage.aspx?id=kfCdVhOw40CG7r2cueJYFPJCYUno_2RDpyCMX4s-n7ZUOEZCOFVKVFRWMjA3U05QNDRaV1JONFROWCQlQCN0PWcu)

## [Host Evaluation Form](https://forms.office.com/Pages/ResponsePage.aspx?id=kfCdVhOw40CG7r2cueJYFPJCYUno_2RDpyCMX4s-n7ZUQUoxRzJKWkEzMjdOVktLMTNKVTFLOTlRUCQlQCN0PWcu)

## These evaluation forms are provided to assist with self-reflection and the recording of outcomes, which may be useful for future appraisals, career development discussions, or applications for new roles. The data is held centrally by the OPD team to monitor uptake and outcomes.

## The shadow should also plan to share their learning with their team, supported by their line manager.