**Reflective evaluation**

**Experience**

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| **Client requirements** |
| **Own performance**  What you achieved  What was most difficult |

**Processes taken**

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| **Key Actions** |
| **Tools and techniques used** |

**Key Outcomes**

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| **Proposed solution** |
| **Application of methods** |
| **The effectiveness of the tools and techniques** |
| **Learning and development needs** |