## SW BiGS MACRO REFLECTIVE LEARNING TOOL

### IDENTIFYING DATA

<table>
<thead>
<tr>
<th>Student Name:</th>
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<tbody>
<tr>
<td>Activity or Event Name:</td>
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<tr>
<td>Time:</td>
<td>Place:</td>
</tr>
<tr>
<td>Date submitted:</td>
<td>Date reviewed:</td>
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### PARTICIPANTS: (Name/role)

| Leader/Co-leader: |  |
| Key stakeholders: |  |

### Brief Description of Activity or Event:

________________________________________________________________________

### Purpose of the Activity or Event:

Clearly state the goals and objectives; identify any underlying or unstated goals and objectives; state your reason for participation.

________________________________________________________________________

### Macro Intervention Plan:

Identify and describe the macro intervention plan and how it will be or was implemented. What steps will or did you take to help formulate the plan? Describe the focus of your part.

________________________________________________________________________

What organizational goals, conditions, systems, employees and/or policies were or may be impacted by the plan and, in particular, your focus of work?

________________________________________________________________________

### Identifying Macro Skills:

Identify and describe the macro-level skill(s) used by you & other participants. What skills could have been used with greater effectiveness? (Refer to Macro Skills list).

________________________________________________________________________

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### Micro Skills:

Identify and describe the micro-level skill(s) used by you & other participants. What micro skills could have been used with greater effectiveness?

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**Process Review**: Describe your feelings during the activity. How did key stakeholders react to the macro intervention plan? Describe power dynamics that transpired, including sharing, shifting, and exercising of power. Describe any related conflicts, how they affected the activity, and any relevant reactions.

**Evaluation**: Was the objective or goal for this activity accomplished? How do you know? How could you have worked to improve the outcome? Describe micro, mezzo and macro factors that may have had an impact, both felt and observed.

**Self-Analysis**: Describe any anxiety or vulnerability you felt during the activity or event, including any related to group composition, personal narratives, unpreparedness, organization factors, or topic. Identify areas of personal strength or growth augmented during this process.

**Personal & Professional Development**: What additional skills, if any, do you need to appropriately address this situation? Please describe your plan for personal or professional improvement. What guidance or critical feedback do you need from your Field Instructor?

**Concentration Connection**: Which COBI Business Environments pillar is most applicable to your intervention: Inclusion & Diversity, Behavioral Health & Wellness, Work/Life Balance, Corporate Social Responsibility or Employment Sustainability?

Explain how your efforts connect with the COBI Business Environments mission of ensuring a more humane workplace environment.

**Field Instructor Comments**: _
## COBI Business Environments Macro Practice Skills

<table>
<thead>
<tr>
<th>Capacity Development</th>
<th>Policy Analysis Program</th>
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<tbody>
<tr>
<td>Coaching</td>
<td>Development Program</td>
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<tr>
<td>Coalition Building</td>
<td>Evaluation Program</td>
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<tr>
<td>Community Building</td>
<td>Implementation Program</td>
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<tr>
<td>Community Mobilizing</td>
<td>Monitoring Program</td>
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<tr>
<td>Consultation</td>
<td>Planning</td>
</tr>
<tr>
<td>Fundraising</td>
<td>Public Relations</td>
</tr>
<tr>
<td>Grant Writing/Development</td>
<td>Quality Assurance</td>
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<tr>
<td>Legislative Advocacy</td>
<td>Resource Development</td>
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<tr>
<td>Marketing</td>
<td>Staff Development</td>
</tr>
<tr>
<td>Needs Assessment</td>
<td>Strategic Planning</td>
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<tr>
<td>Organizational Development</td>
<td>Training</td>
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The development, awareness, and definition of macro practice skills is critical to your learning experience in field education and the work done by social work macro practitioners. As you perform activities in your field placement, try to begin to identify and make the connection between the activities performed and the list of skills above.

Use this sheet while working on your recordings and Reflective Learning Tools to identify your emerging macro practice skills. You will not be performing all of these tasks; still, it is critical that you develop an understanding of what you are doing, when you are doing it.

Work with your Field Instructor towards greater identification and articulation of your emerging macro practice skills during individual supervision. As this list is not comprehensive, you may add to it the macro skills that you are learning.
**Capacity Development:** A locally driven process of transformational learning by leaders, coalitions and other agents that leads to actions that support changes in institutional capacity areas—ownership, policy, and organizational—to advance development goals.

**Coaching:** A form of professional service focusing on assisting individuals, couples, and organizations with specific efforts to create and maintain a desired program. A form of training where the supervisor/manager models or demonstrates a behavior or task and uses feedback to guide the employee while s/he practices the behavior or task.

**Coalition Building:** A process which brings together organizations and individuals to assist communities in better addressing their quality of life issues and developing long-term solutions to complex and interrelated issues.

**Community Building:** The creation or enhancement of community among individuals within a regional area (such as a neighborhood) or with a common interest.

**Community Mobilizing:** An attempt to bring both human and non-human resources together to undertake developmental activities in order to achieve sustainable development.

**Consultation:** A professional arrangement in which parties exchange views, opinions, or ideas for the purpose of future planning or creating solutions to identified problems.

**Fundraising:** The process of soliciting & gathering voluntary contributions, such as money or other resources, from individuals, businesses, charitable foundations, or governmental agencies.

**Grant Writing/Development:** The practice of completing an application process for funding provided by an institution such as a government department, corporation, foundation or trust.

**Legislative Advocacy:** Communicating the importance of a policy issue or law to people who are in a position to change it. Presenting the views of a group or organization to legislators.

**Marketing:** The process of communicating the value of a product or service to customers.

**Needs Assessment:** A systematic process for determining and addressing gaps between current and desired conditions.

**Organizational Development:** A deliberately planned effort to increase an organization's relevance and viability. A systemic learning and development strategy intended to change beliefs, attitudes and relevance of values, and structure of the organization to better absorb disruptive technologies, shrinking or exploding markets and ensuing challenges and chaos.
Policy Analysis: Determining which of various alternative policies will most achieve a given set of goals in light of the relations between the policies and the goals. An analysis used to help managers understand the extent of the problem or need that exists and to set realistic goals and objectives in response to such problem or need.

Program Development: A series of activities, including analysis, planning, developing, implementing, and evaluating, designed to create a program that addresses an identified problem, meets a specific need, or advances the strategic plan of an organization.

Program Evaluation: A systematic method for collecting, analyzing, and using information to answer questions about the effectiveness and efficiency of projects, policies and programs.

Program Implementation: to put a system of procedures or activities that has a specific purpose into effect or action – “putting a system into effect.”

Program Monitoring: The ongoing collection of information on program implementation and functioning to determine if programs are operating according to plan.

Program Planning: A process to develop the components of a workplace program including goal determination, implementation and evaluation strategies.

Public Relations: Managing information flow between an organization and the public.

Quality Assurance: The planned and systematic activities implemented in a quality system so that quality requirements for a product or service will be fulfilled.

Resource Development: Taking something such as money, personnel, equipment, personal qualities or internalized characteristics and changing it to become larger, stronger, or more impressive, successful, or advanced, or of causing somebody or something to change in this way.

Staff Development: Various, usually formal, training or activities, funded by employers to enhance the attitudes, knowledge and skills of current employees.

Strategic Planning: The process of comprehensive, integrative program planning that considers, at a minimum, the future of current decisions, overall policy, organizational development, and links to operational plans.

Training: The acquisition of knowledge, skills, and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies.