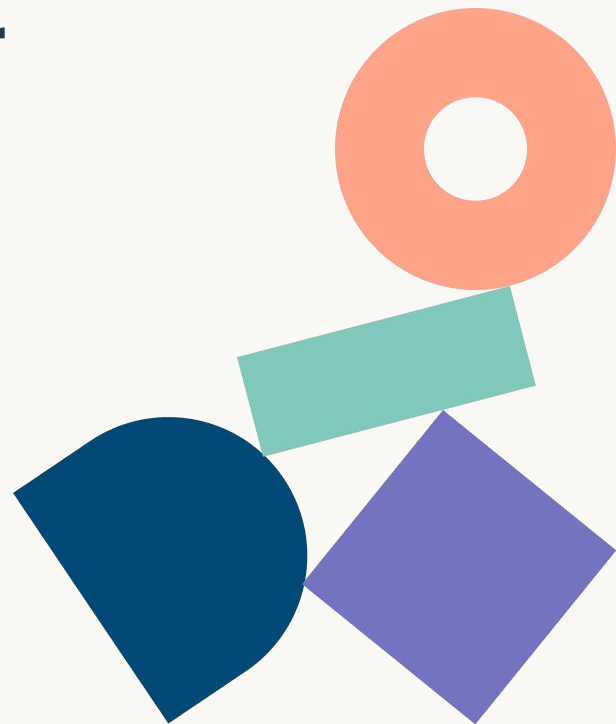


# Professional reflection and development worksheets for user researchers

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# Professional reflection and development worksheets for user researchers

These worksheets are intended to support professional reflection, to inform learning and development plans. They cover overall design skills, our principles and workflow, and our most common research methods.

To use the worksheets, you can either print them out, or make a copy of the slides in your personal Google Drive.



## References

These worksheets are intended to support reflective practice:

[libguides.cam.ac.uk/reflectivepracticetoolkit/whatisreflectivepractice](https://libguides.cam.ac.uk/reflectivepracticetoolkit/whatisreflectivepractice)

They are particularly influenced by the many years of work by Jason Mesut on shaping design and designers:

[medium.com/shapingdesign](https://medium.com/shapingdesign)



# Using the worksheets



# Individual reflection and assessment

1. Think carefully about your level of capability in each area. Consider specific examples and experiences
2. Discuss areas with others to help you come to a realistic assessment
3. Colour in segments to indicate your current level



## Areas for development

1. Think about where you want to grow your capability. Consider future work and career direction
2. Discuss development areas with others to help you come to a clear and realistic assessment
3. Colour in up to 4 segments to indicate where you want to focus and the level you want to reach



## Areas for mentoring and teaching

1. Think about where you want to help others grow their capability
2. Discuss capability areas with others to help you come to a good assessment
3. Colour in up to 4 segments to indicate where you could focus any teaching and mentoring



# Development matching

1. Match up areas where we can support each other's development
2. Identify areas where we'll need outside help
3. Think about possible approaches to learning and development in those areas





# Understanding the levels

The worksheets are based on five competency levels:

New, Beginner, Competent, Strong and Expert

When using the worksheets, put yourself at the level you feel you can fully meet.



## Defining the levels

<b>1. New</b>	This is new to you. You've not done it before, and you'd need training to give it a try.
<b>2. Beginner</b>	You're learning. You have some experience with this, and can do it with guidance and support.
<b>3. Competent</b>	You've got this. You can do it effectively, on your own, in most situations. But may still need support in more complex cases.
<b>4. Strong</b>	You're really good at this now. You have broad knowledge and experience, and can support others to build their skills.
<b>5. Expert</b>	You've taken this to the next level. You have in-depth knowledge and experience to share with the community.



# The worksheets



## Design skills and capabilities

Rate your confidence and competence in each of these design skill and capability categories  
[playbook.dxw.com/?](http://playbook.dxw.com/?)

	1	2	3	4	5
1. Commercial awareness					
2. Communicating effectively					
3. Community active					
4. Leadership responsibility					
5. Working independently					
6. Working with others					
7.1 Research design & planning					
7.2 Research facilitation & fieldwork					
7.3 Analysis, synthesis & storytelling					



## Research principles

Rate your confidence and competence in living up to each of our eight research principles

[playbook.dxw.com/user-research/#user-research-principles](https://playbook.dxw.com/user-research/#user-research-principles)

	1	2	3	4	5
1. Help teams understand people					
2. Find the truth. Tell the truth					
3. Take ethics seriously					
4. Be methodical, but not rigid					
5. Learn, share and adapt					
6. Make research inclusive					
7. Build on existing evidence					
8. Accept and admit constraints					



## Research workflow

Rate your confidence and competence in doing each of the seven activities in our research workflow

[playbook.dxw.com/user-research/how-we-do-user-research](https://playbook.dxw.com/user-research/how-we-do-user-research)

	1	2	3	4	5
1. Take part in project inception					
2. Create and share research plans					
3. Recruit people for research					
4. Do research activities					
5. Analyse research and produce findings					
6. Create and share outputs					
7. Take care of research data					



## Research methods (part 1)

Rate your confidence and competence in using each of these research methods

[playbook.dxw.com/user-research/choosing-and-using-research-methods/](https://playbook.dxw.com/user-research/choosing-and-using-research-methods/)

	1	2	3	4	5
1. Interviews					
2. Contextual research and observation					
3. Diary studies					
4. Experience and journey mapping					
5. Profiles, archetypes and personas					
6. Workshops and group activities					
7. Surveys					



## Research methods (part 2)

Rate your confidence and competence in using each of these research methods

[playbook.dxw.com/user-research/choosing-and-using-research-methods/](https://playbook.dxw.com/user-research/choosing-and-using-research-methods/)

	1	2	3	4	5
8. Concept testing					
9. Content research					
10. Moderated usability testing					
11. Unmoderated usability testing					
12. Rich data analysis					
13. Big data analysis					

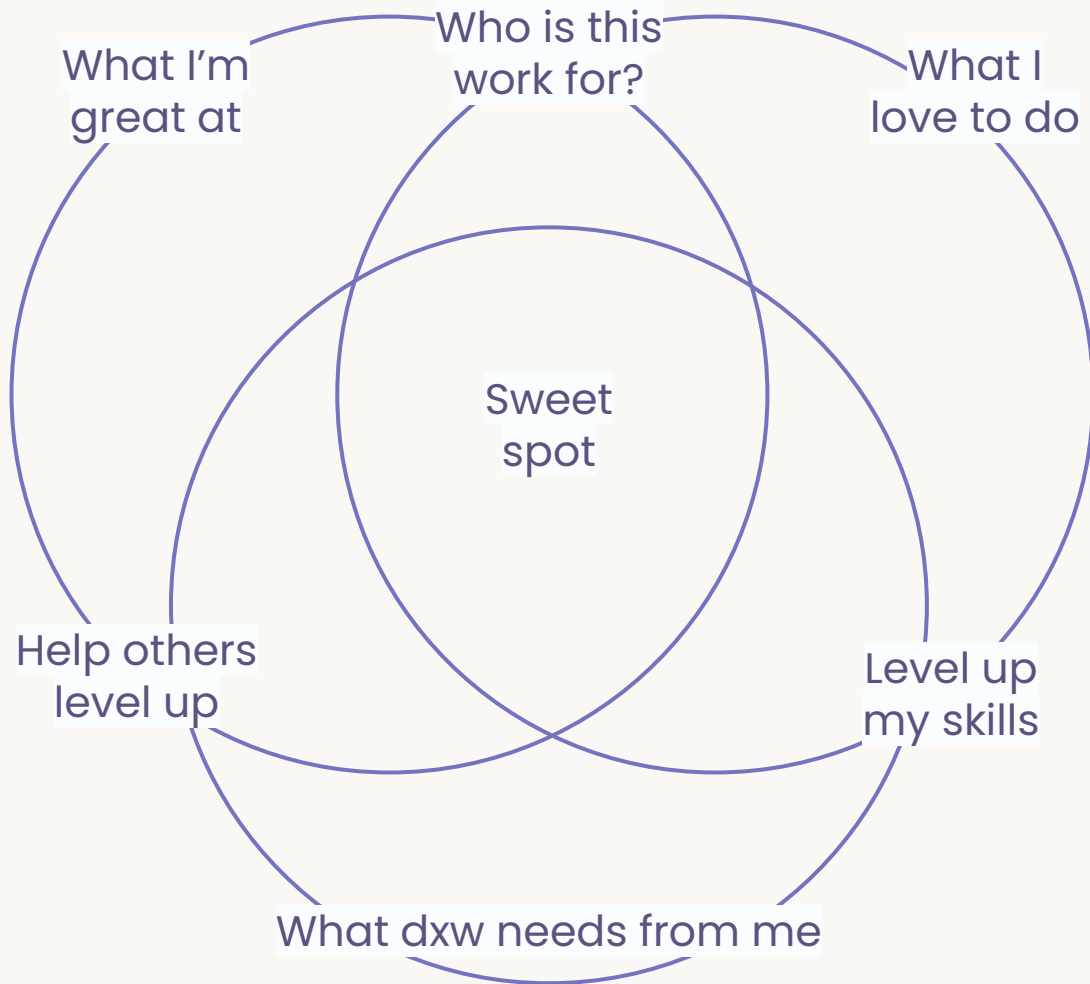




## Value diagram

List all the recurring tasks that you do

Add them to the right part of the venn diagram



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**Thanks!**

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