LEARNING INTO PRACTICE

Show evidence of a new skill

Create a short evidence card for a development conversation.

STEPS + EXAMPLE + WORKSHEET

When to use this tool

- **For students**

  Use a project sample to explain your contribution.

- **For professionals**

  Prepare for a development review or mentoring conversation.

- **For trainers**

  Ask learners to document an application attempt.

The practical framework

- **Context**

  What task were you trying to complete?

- **Action**

  What did you personally do?

- **Evidence**

  What sample or observation can you show?

- **Reflection**

  What did you learn and what comes next?

Start with these steps

- **Choose a sample**
  Select a draft, plan, recording or observed demonstration.

- **Protect information**
  Remove confidential details and obtain permission where needed.

- **Explain your role**
  Separate your contribution from the team's work.

Put it into practice

- **Connect to criteria**

  Explain which part of the sample demonstrates the skill.

- **State the limits**

  Be clear about help received and what the sample cannot establish.

- **Choose the next challenge**

  Name a more demanding task you want to try.

A worked example

- **Illustrative example**

  A student rewrites a project briefing after peer feedback.

- **Evidence**

  Before-and-after drafts show clearer tasks, owners and deadlines.

- **Reflection**

  "I can structure a brief; next I will practise handling questions."

Your reusable worksheet

Skill + task context

My action + support received

Evidence + permission check

What it demonstrates + limits

Learning + next challenge

Your next step

Choose one task.

Use the tool.

Review what happened.

Follow Tibyan for three practical development tools each week.

Original educational worksheet by Tibyan. Examples are illustrative.