

essential skills

by Patricia Ferencova

Submission date: 20-Jul-2023 10:10AM (UTC+0100)

Submission ID: 210444974

File name: 47461_Patricia_Ferencova_essential_skills_503779_894725930.odt (2.93M)

Word count: 856

Character count: 4483

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⁴
Student ID: 2242916

Module code: ACCA4025_BIRM

Module title: Learning in digital era

Lecture name: Mobolanle Bello

Assignment title: Complement one

<https://sites.google.com/view/patricia-ferencova/academic-poster>

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1.0 Introduction

This report will be about the different types of essential skills in work and study. It will explain how to manage time and how to use it effectively in your life. It will describe the different techniques and ways of improving your time management skills and why it is important to have these skills. It will also show what is technology for assessment and where it is commonly used. It will explain what is reworks and the main functions it has. It will explain in what areas of work or study it is essential technology.

2.0 ESSENTIALS

2.1 Time management

² Time management is a sorting of choice making used by individuals to set up, preserve, and adjust their time to changing circumstances. This means time management, as it is in general represent in the literature, contain three parts: arrange, protecting, and modify time. (Aeon B, Faber A, Panaccio A, Does time management work? A meta-analysis, 2021)

³ Time management is the action of deliberately planning and manage time spent on single tasks to grow efficiency. You may be familiar with setting target date, writing to-do lists, and giving yourself small rewards for accomplishing certain activities. (Coursera, 2023, Professional Development)

Time management will help me in the future by keeping everything in order and scheduled properly. It will also help me have everything to know what, when, where has to be done and that I can identify anything that could cause problem and take longer time to get it done.

2.2 Technology for assessment

⁰ Technology is becoming an essential part of many Testing and assessment practices in various contexts for e.g. educational and workplace, innovating ways in which data are collected, analysed, and explained..(APA Member Services Date ,2021)

¹ Internet is a very special program which is getting very liked each day. The cause for this to happen is the progress in technology and its ability to get linked to everything. This feature of getting linked has given different opportunities and a huge range of expansion. The fact that technology in many fields has changed through the generations. (S. Balaji, Karan Nanthani & R. Santhakumar IoT Technology, Applications and Challenges: A Contemporary Survey, 2019)

Technology will help me to make things easier and to find it quickly as possible.it will also keep my work order and more manageable. This will help me by to link my work within different areas.

3.0 Reflection

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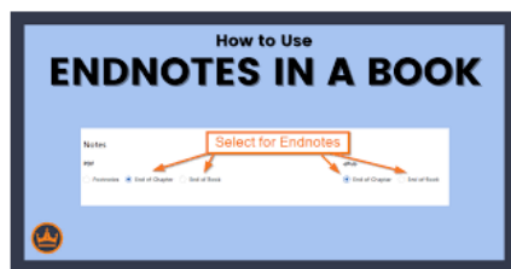
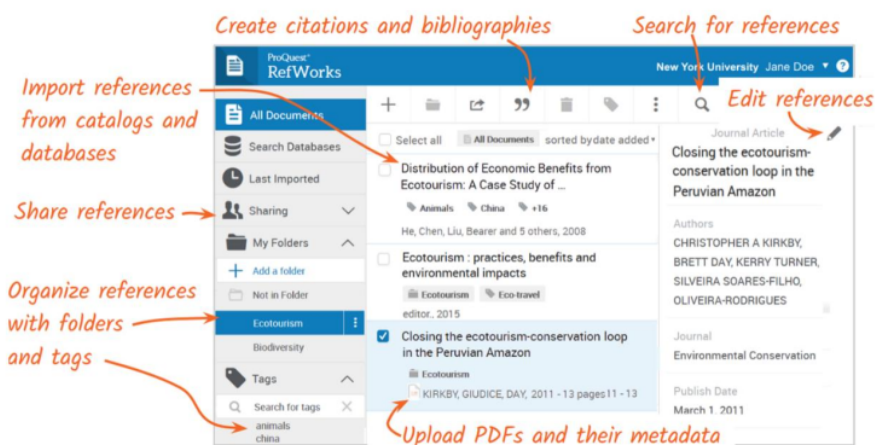


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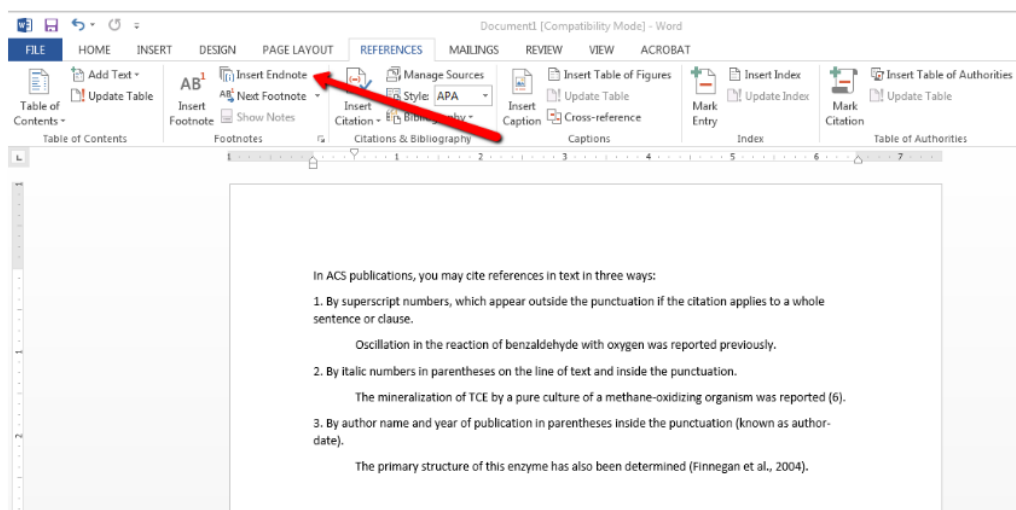
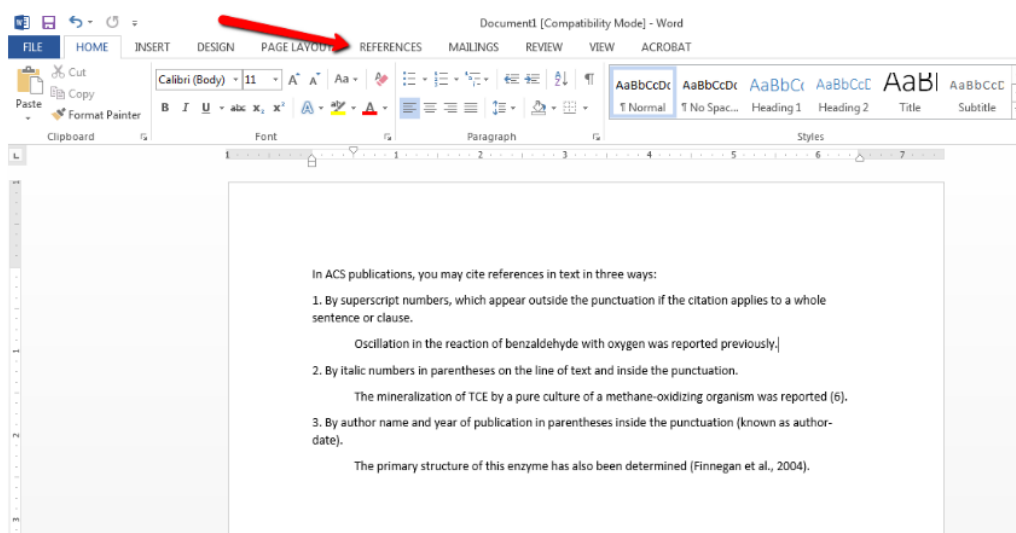
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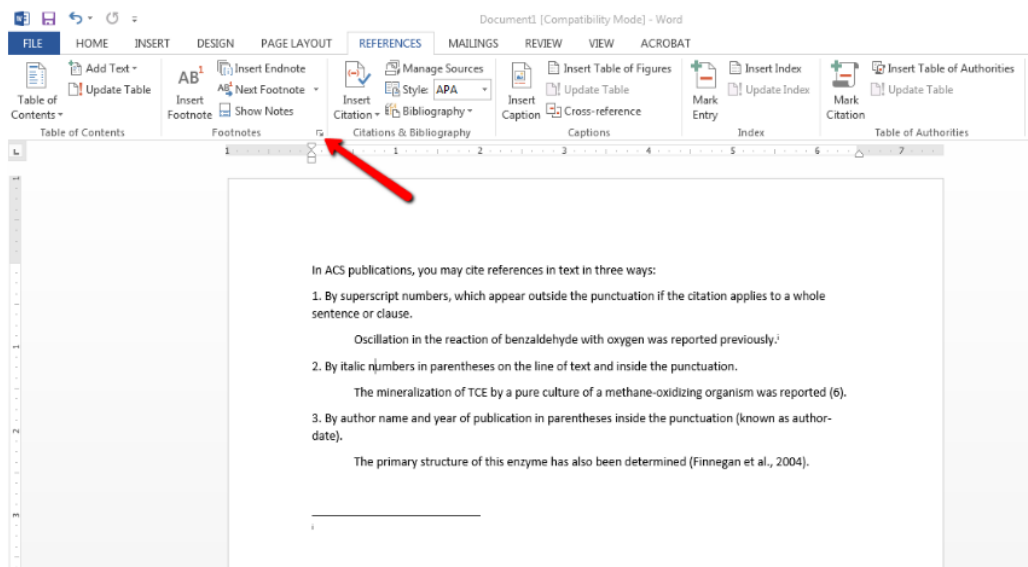
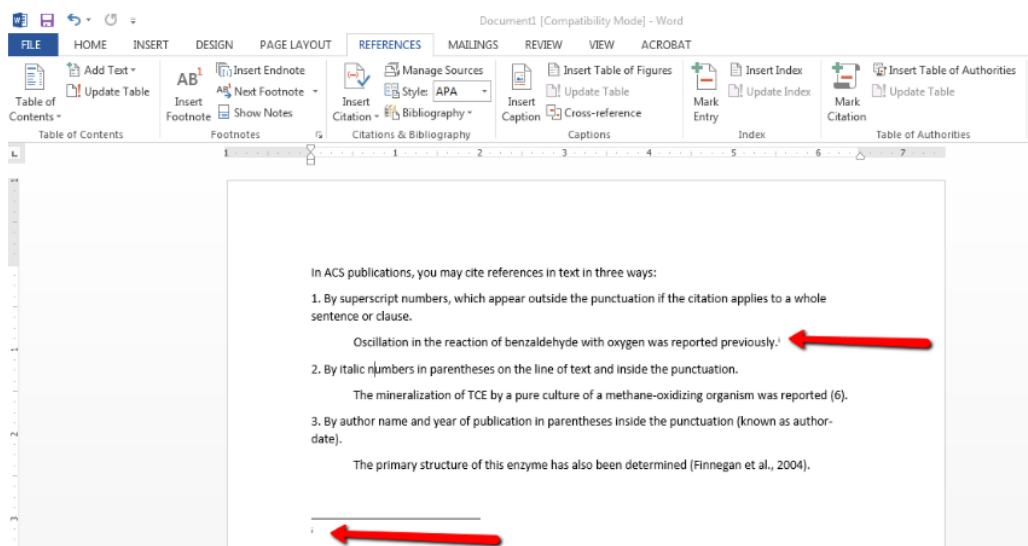


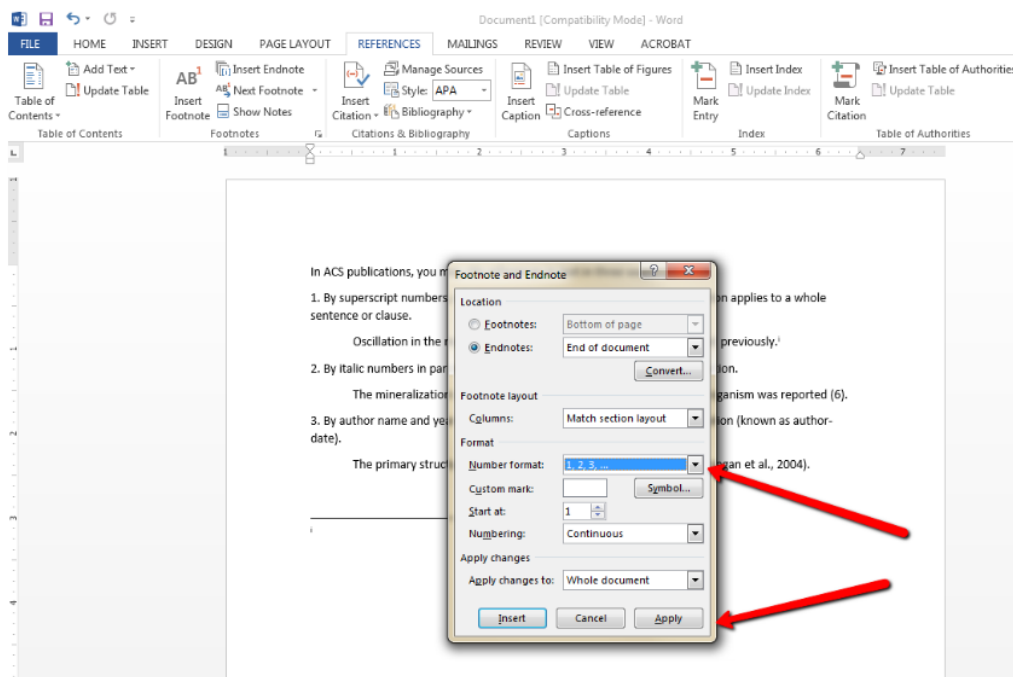
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5.0 CONCLUSION

In conclusion this work has shown that the internet is very special program. That the technology is becoming essential in many parts of the work of study spectrum. It explains what time management is. It explains what is reworks and demonstrates the mains uses of it. It also show the e-portfolio that I have created. The images show what is on each of pages.

5 REFERENCE LIST

Aeon B, Faber A, Panaccio A, 2021, Does time management work? A meta-analysis

Coursera, 2023, Professional Development

APA Member Services Date, 2021

S. Balaji, Karan Nathani & R. Santhakumar IoT Technology, 2021, Applications and Challenges: A Contemporary Survey

Meise, 2022

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E-portfolio



Learning digital era

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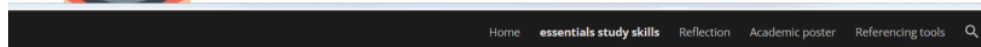
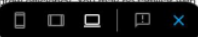




Time Management

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Technology for assessment

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Practice of Effective Teamwork

Introduction

This poster will explain what teamwork is. It will tell you what the outcome of teamwork and communication is. What is teamwork?

Effective Teamwork

Teamwork happens when people work together to a common goal. It could be professional or personal.

Conclusion

In the conclusion it is very important that all the people in the group work well and understand each other's to be a result of

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