

University of Wales Trinity Saint David

Academic and Employability Skills

(BMSW4001)

[Student Name: MD ARIFUL ISLAM]

[Student ID: 211961]

Lecturer: Sylvia Hoffmann

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Introduction:

This reflection is based on the description of the time management, Academic and paraphrasing, and summarising skills that I have enhanced during my course. These skills are of great importance for every student as they help to avoid errors in any course of action. Academic and employability skills including effective time management, academically sound writing, and accurate source citation will be investigated in great detail. These abilities are necessary for success in both the academic world and the business world. I will also develop an understanding of the reasons behind the crucial necessity of these attributes, which will come to understand as the course progresses. About the subject at hand, we will have a conversation about the objectives that I have outlined for the years to come. Because this answer also provides pertinent information, selecting this choice is the best course of action for me to do. This reflection also includes a PDP plan which includes my strengths and weaknesses.

Time management:

Gibbs Reflective Model: I might avoid the anxiety associated with procrastination and instead focus on getting things done by developing the time management skills necessary for a demanding lifestyle. To be efficient in time management in my field as a manager in a reputable company, I must be able to analyse, organise, and prioritize my daily obligations. My lack of competence in planning implies that even if I strive to construct a daily routine, I miss a crucial element of efficiency. I must be able to effectively manage my time to meet all of my commitments and needs during the management of a day, a week, a month, and a whole year and I must be able to do this task. Effective time management, according to Liu (2020), starts with setting long-term goals and finishes with ensuring that every minute is spent doing something that brings one closer to accomplishing those goals.

In summary, it is vital to design a plan in which each step is seen as a possible opportunity to improve one's existing situation. For efficient time management, then, the ability to reflect on one's use of time, assume responsibility for one's actions, identify priorities, and take appropriate action is crucial (Miller 2020). For the development of my career, I needed to obtain understanding of modern business practices as well as legal experience. To me, the word "manager" refers to a person who is responsible to perform a bundle of actions in a company with the express purpose of providing employees and customers with guidance. Great writers such as William Pride, who defines business as "the organised effort of individuals to manufacture and sell items and services that satisfy the needs of society for a profit," were crucial in helping me from my viewpoint on the world of business management.

Organising study:

In my opinion, the ability to plan over several time horizons is one of the most essential talents for effective time management. It is necessary to consider long-term, intermediate-term, and short-term goals throughout the process of strategic planning for each activity (Khalil, 2020). To properly manage one's time, one must not only be able to convert objectives into actions but also be adaptable enough to take into account the unique benefits and drawbacks of being a manager in a reputed company. In addition, it allows me to work and pursue my interests without having to sacrifice time for unplanned

events. The writers of (Hamilton,2019) recommend that one should organise their leisure time and other activities following their long-term aims. Developing a method to perform the major and little chores that, when taken together, will move one closer to their life goals is the most crucial part of effective time management.

In both my professional and personal life, I've always been fascinated by the science underlying today's most popular cosmetic operations and their potential side effects. Given the above, I am certain that completing this degree will allow me to learn new knowledge and grow personally and professionally in the field of beauty therapy. Because the course is taught by some of the most well-known authorities in the state, I will have quick access to knowledgeable mentors who can guide me to resources that can help me answer my questions and fill in my knowledge gaps. I want to maximise my talents so that I may enhance not just my own life, but also the lives of those closest to me. By employing summaries and paraphrases in my writing, I saved time whilst increasing my knowledge and the authority and credibility of my work. In circumstances when the precise language of the original message is less significant than the communication's central concept, both ways are acceptable.

Summarising:

My capacity to exert self-control is another one of my abilities. Despite having so little spare time, I can achieve a great deal because I am so adept at time management. In the past, I would keep a to-do list and base my life decisions on the tasks and deadlines listed on it. I scribble down and mentally record each of these items so that I can keep track of what I've completed and what I still need to accomplish. My capacity to swiftly acquire new abilities is one of my strengths, and I like expanding my horizons in any manner possible. I engage in a variety of training courses and seminars each month to enhance my abilities as a communicator and examiner. In addition, I have extensive knowledge of several technological elements. I am proficient in all elements of computers, from the basics to the more advanced issues. During the current academic year, I took a class on decision-making in business, during which I not only learned about but also practiced the abilities of decision making and applied in management, both of which are necessary for using specialised software.

In addition, I am not very adept at finding answers to complex situations. When I've been forced to deal with challenging situations in the past, I've always had time to see the broad picture, much alone come up with a solution that would work or make an educated choice. When it comes to making choices, I often take a considerable amount of time. As a consequence, I struggle to discover answers to problems and choose between alternatives. I am more marketable to prospective employers than the vast majority of my peers since I have worked in so many different sectors during my career. As a result of the management skills I've acquired via Moodle, I should have a variety of potential employment prospects to choose from. Due to the insatiable need for highly qualified individuals and the fact that this area is one of the world's most significant centres of opportunity. I am now looking for management positions in a variety of contexts. Recent work at the airport is more proof that I have already attained success. Because of my academic credentials, I was invited to apply for this position.

In both the United States and the United Kingdom, there is enormous pressure on job searchers. Because of the severe rivalry in the labour market, it is difficult for recent graduates in both nations to obtain secure employment (Miller and Konstantinou, 2021). The enormous number of recent graduates

who are presently seeking jobs but cannot find one has been identified as a key contribution to the issue afflicting the labour market at present. The employment market is under more pressure to attract recent college graduates as a result.

Conclusion:

I think that feeling more in control of my life is one of the reasons why time is an important resource that must be utilised with care. To have complete control over time, however, it is not enough to possess knowledge; knowledge and intentions must be transformed into action (Di Pietro 2020). Even if I have a great deal of free time, there is still a substantial amount of work to be done before I can be considered an authority in time management. If I want to be a competent manager and supervisor of my academics, I must make all possible efforts to publicise the responsibilities linked with my studies. This necessitates more reading, education on different cosmetic treatments, and participation in webinars, conferences, and other such events. If I confer with my lecturers and take their advice into account, I am certain that I will complete the course with flying colors. As part of the monitoring strategy, I will review my grades and engage in several self-reflection exercises to identify areas in which I may improve. Peter F. Drucker defined "self-reflection". Introspection is one of the most beneficial mental practices because silent contemplation is the first step toward more effective action (Gregg, 2018).

Reflection:

I remembered that my week 9 my first presentation in online was a great experience for me. On that day I gain lots of experiences such as how to speak in front of people mass people. I was little bit nervous because of, that was my first presentation. That day I got confidence about myself. Online presentation was making some problem because of connection. But my teacher gave me confidence. I believe this presentation will help me in future. When I put off essential duties, it becomes more difficult for me to arrange my time effectively. I still need to take some precautionary measures to gain proficient time management abilities. Although I am aware that procrastination is a common trait amongst students, I want to do all in my power to remove it. If I focus on my strategy for personal development, I may be able to improve my innate characteristics and bring my wishes, goals, and aspirations closer to fruition. This course provides me with the opportunity to develop personally and professionally, and I am eager to make use of it. There is little doubt that the choices I make about my academic route will affect how I spend the remainder of my career.

My major objective is to complete a level 4 university degree and to make good use of my educational skills as a manager in a reputable company. Because of my education and experience, I am certain that I will be able to compete well in the company for a manager position in the United Kingdom. To reach this goal I first have to finish my class test on time. Finishing this course with good grades will help me increase my overall marks in class. This course will be completed within the timeframe of 1 year. I will be able to establish a new standard of excellence in this course if I combine my time management skills with my academic and paraphrasing skills to get past this course as well as the university last year with good grades. When evaluating the goals I want to set for the class, I concluded that they should be based on both the near future and the far future. By enrolling in this course, I wanted to learn not only the principles of business management and tried to get skills for example time management, academic

skills, etc but also several other disciplines that will be useful to me in my career as a manager in a reputable company.

Conclusion:

It has been concluded that via studying this subject, I have acquired a lot of useful abilities, including the ability to manage my time and obligations more effectively. My ability to write effectively for academic purposes has also improved over the last year. The ability to express information simply and confidently in front of a group is the most valuable talent I can acquire or enhance. Long-term, I want to acquire manager experience in a reputed company. In addition, by the time I complete this course, I want to have amassed enough theoretical and practical knowledge to be able to operate freely in the world as it now exists. It is crucial to develop my emotional intelligence, communication skills, and awareness of social dynamics, as well as familiarise myself with different leadership and decision-making styles. For me to achieve my long-term goals and run a successful business, each of these elements will play a crucial role.

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