

Assignment On Academic and Employability Skills

Course Code: LCHS4001_LON

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Submission Date

02.09.2022

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Introduction

In an academic setting, reflective thinking often entails analysis of the topic or event in question, as well as a critical consideration of other points of view. Since reflective thinking is a part of daily life, it follows that reflective writing is a more intimate type of academic writing. Writing about one's own experiences to gain insight from those experiences is the primary goal of reflective writing. Overall, reflective writing aids in making links between theoretical knowledge and practical application. Writing in retrospect is a great way to improve anyone's knowledge and writing abilities. This report is a reflection on the areas of time management, organizing study via online learning, resume writing, and public speaking and presentations covered in the course modules.

Gibbs' Reflective Cycle

One of the most popular models for reflection, the Gibbs Reflective Cycle may be used to understand the progression of anyone's development as a result of their experiences. Graham Gibbs created this concept of reflective thinking in 1988 to provide structure to the educational process. The cyclical nature of the model allows for reflection on past successes and failures and may be used to better prepare for future endeavors. This model provides a helpful framework for processing recurring life events, whether they are part of a larger pattern or stand-alone occurrences (Markkanen et al., 2020). While Gibbs originally proposed this model for usage in similar scenarios, its overarching ideas and phases are just as relevant to one-time occurrences. By following the model's six phases, one may determine their strengths, places for improvement, and next steps in developing their professional abilities. In general, this framework works well to assist students to gain insight from everyday experiences, especially ones that don't go as planned.

Time management

Description

Planning and arranging how I'll spend my time on various tasks is what I mean when I talk about time management. The time management unit highlighted my growth and accomplishments while outlining the parameters of efficient time usage. Time management skills for juggling many responsibilities were covered in depth (Sainz et al., 2019).

Feelings

I did not have any idea how to better manage my time before taking this course. However, after completing this unit, I realized that effective time management is crucial for anybody who wants to achieve their goals. I struggled with this at first since putting the time management strategies into practice was tough, but eventually, I was able to see the issue through to its fruition

Evaluation

The excellent quality of practical application focused on time management was one of the most useful aspects of this learning program. Learning as a whole was inspiring since it increased self-assurance through setting and working toward concrete goals (Sainz et al., 2019). The bad news is that not everyone benefited from this learning module since everybody has different capabilities and limitations.

Analysis

The success of this course is attributable to the universality of the topic of time management in today's society. By putting time management practices into place, I was able to learn how to better allocate my resources. The course has a flaw in that it does not emphasize the need of adapting one's approach to time management to one's abilities. Some people who were somewhat slow learners found that the time management skills discussed in the course's module did not help them (Sainz et al., 2019).

Conclusions

As I've seen firsthand, not every strategy works when applied to a large population. However, because of the positive impact, the learning module had on me, I'd want to apply the same strategies to my professional life as well. I'm certain that doing so would help me reach new heights. I gained an understanding of the need of questioning established practices and policies while trying to improve a course's efficiency.

Action Plan

Since the allotted time may not always be sufficient, I would want to introduce time management approaches that offer people the freedom to split it up as they see fit. If I were in charge of time management, I'd make sure it was done with the appropriate attitude and to everyone's satisfaction.

Organizing study

Description

To a large extent, today's educational institutions and students rely on online methods for coordinating their studies (Chettiparamb, 2018). The spread of the Covid-19 epidemic has made it all the more crucial that education and training continue uninterrupted. The course's module on online course management discussed the advantages and disadvantages of several online learning strategies.

Feelings

To be a good student, I've realized, it helps to have the ability to study alone and practice self-discipline. I need to pay close attention since my instructor won't be reminding me of my assignments and due dates as often as if I were in class. The very first online lecture I ever attended It was fantastic that my organized study since it piqued my attention so much.

Evaluation

Most importantly, this learning module improved the efficiency and effectiveness of providing Organising study opportunities via online education. A vital component of the remarkable online learning experience has been factors like taking extra courses at home (Chettiparamb, 2018). Students who study better via more conventional means and struggle to focus on online courses may have been dissatisfied with this learning experience's module. Despite the worldwide epidemic that has limited in-person engagement, conventional education students were not on board with the idea of this kind of learning.

Analysis

The useful conclusion of this course is that in the modern world, organizing study through online learning has become the finest alternative for learning and continuing educational activity irrespective of global pandemics or global prohibitions (Chettiparamb, 2018). Online education is a fantastic option for those who want to learn or study despite their hectic schedules since it is accessible from anywhere in the world. The module's weakness lies in the fact that it didn't provide any attention to enhancing the educational process for conventional pupils.

Conclusions

Since I am not a "typical" student, I have found that taking courses online helps me to both learn and study more effectively. In my experience, this is the most effective and enjoyable way to study, and it's the one I'd recommend to anybody else. A loss of internet connection or

computer problems might be a huge hindrance to the online learning experience and also my study plan, but this is the only real downside.

Action Plan

Whenever it comes to the more conventional student, I would advise them to attend a few individual online courses to acquire a clear image of the learning process, and I would want to make certain that I have the resources and good guidance so that my online study of Organising goes well.

CV writing

Description

Putting together a resume is a crucial step in the process of finding suitable employment. The curriculum for CV writing included instructions on how to put together a document that would provide a positive impression of the applicant to the hiring manager (McGuire and OBroin, 2019). The significance of including work history on a resume has been briefly discussed. The module made it quite evident that CV formatting is a major hurdle.

Feelings

Although I found writing a CV to be simpler than I had anticipated, it still has its fair share of challenges. The hardest part of building a CV is coming up with convincing false work experience; I did this by researching the company's website and looking at their careers page for the ideal position I wanted to apply for. It took me a few practice CVs to get the hang of the formatting, but after that, it became second nature.

Evaluation

The training session on CV writing is useful since it instructs participants on how to display their education and job experience in a way that gives a quick overview of the applicant's relevant area of strength. One drawback is that the training does not place enough emphasis on the very important stages of editing and reviewing before submitting a CV (McGuire and OBroin, 2019). Writing a CV for the first time might be challenging if I am unfamiliar with the standard layout and have no idea what I am doing when it comes to editing and proofreading.

Analysis

The success of the learning module on CV writing stems from the fact that it prepares students to answer interview questions with confidence (McGuire and OBroin, 2019). The course materials for this unit made it quite obvious that resumes play an important role in making a good first impression, which is critical in the business world. The fact that students were not

given sufficient knowledge on how to structure a CV correctly is a drawback of this program that might hurt their chances of getting a job.

Conclusions

Overall, I found this learning program on CV writing to be an insightful opportunity to consider how I approach writing. I could not have written a CV without first doing extensive research and planning. Creating drafts is also crucial in CV writing since there will always come a moment when revisions are called for.

Action Plan

Since a poorly edited resume might make a bad impression on an interviewer, I think it's important that applicants put extra effort into proofreading and editing their resumes before submitting them.

Public Speaking and giving presentation

Description

Without a solid foundation of self-assurance and self-assurance, public speaking and delivering presentations in front of large groups would be difficult (Pribyl et al., 2019). The session on public speaking and presentations covers the skills and traits that will make me a more effective speaker.

Feelings

The study module consisting of presenting presentations and giving speeches in public has been of great use to me. The learning module has been quite helpful, particularly in terms of gaining an understanding of the significance of maintaining proper posture and gesturing acceptably (Pribyl et al., 2019). On the other hand, the difficulty that one may have while giving a public speech due to forgetting the following line was not addressed in the educational program. When I have to give a speech in front of an audience, it takes me a considerable amount of time to become comfortable in front of people since, in general, I feel apprehensive at the beginning of the process.

Evaluation

The positive effect of completing this learning module is quite interesting since it assists in the development of the capacity to talk in public without any fear or hesitation, which is a need

for many careers. It has been emphasized how important charisma is, which is a significant factor in drawing people's attention to oneself or one's cause (Pribyl et al., 2019). However, the issue with this module is that certain students have a propensity to forget their lines while they are doing presentations in front of an audience, and this module does not provide any practical solutions to help them overcome this issue.

Analysis

The good consequences of this learning module are a direct result of the program's focus on strengthening public speaking skills, as well as the motions that are essential when making presentations (Pribyl et al., 2019). The training not only makes it easier to feel at ease while giving presentations in public, but it also ensures that such presentations do not turn into embarrassing circumstances. The inattentiveness of students, who have a propensity to forget lines during public speaking, is one of the factors that contribute to the disadvantages of this learning module. This forgetfulness has the potential to result in significant levels of shame.

Conclusions

In general, the component of public speaking and presenting presentations is important learning material for students to have access to since it assists in the development of confidence (Pribyl et al., 2019). In many types of classes, it is now necessary for students to deliver presentations, and this module does a good job of reflecting on those facets of the requirement.

Action Plan

I would suggest putting more emphasis on the students who have a pattern of forgetting their lines when they are required to give a public speech. This should be done by addressing the individuals' unique issues and the reasons why they are frightened. Students would have a fantastic chance to improve their public speaking skills in this way, which would help shape the world into a better place in the long run.

Conclusion

Overall, the conclusion is that reflective writing paints a clear picture of the learning experience, including both the good and the bad. The preceding analysis, based on Gibbs' Reflective Cycle, gives a glimpse into the knowledge gained during the several courses. This means that the information presented in the reflective report is based on genuine comprehension of the issues at hand.

Reference

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