

Module Name : ACADEMIC AND EMPLOYABILITY SKILLS
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Task 2: Report

Introduction

I want to mention Gibbs's reflective cycle in the process of explaining each factor that is important parts of my work. The model provides a proper framework and therefore the experience related to these factors can be properly understood. I think it is very much important on the ground of learning as well as planning any particular matter. The components of this model are description, feeling, evaluation, analysis as well as an action plan. All these components have a connection and therefore it is presented through a cycle. I include four factors to reflect my experience considering this particular framework.

Time management

Description: Being a warehouse manager, I had to hold different meetings and from those meetings, I could understand that time management is the area in which I have efficiency. This is because I could complete all the meetings within the proper time. In that context, I want to mention that it was not within me at the beginning of my carrier but later it was much developed.

Feelings: It was a great feeling when I understood that time management is an area which I can consider as my strength. I think everyone should have knowledge of time management. The responsibility can be increased in the near future and from that perspective, it can be said that I need to manage time in a more proper way.

Evaluation: With the help of evaluation I can say that I can manage time when meetings are held one after another. However, I have to do work between meetings, which become very much problematic for me. Therefore I can say that it goes well when two meetings are held respectively. In that case, my focus does not shift to a great extent and therefore I do not prefer meetings and work respectively (Markkanen et al. 2020, p.47).

Analysis: I think the flow of working distorts when meetings and work are given at the same time. Considering flow, it can be said that the flow related to work and the flow related to meetings are different (Wolters et al. 2017, p.82). I personally do not feel comfortable when it is required to collaborate both. The problem of concentration is an important factor that I want to mention.

Conclusion: Based on the situation I can say that I need to bring some changes towards the observation of time management. I think I should make myself in such a way so that I can

properly manage time when I will need to hold meetings and work in a warehouse. For that, I may need to change my vision to a certain extent. Review of articles may be a significant initiative in this regard.

Action plan: In the future I want to conduct the process in a different way. I need to change my mindset before doing all the work. I think it will not be possible within some days. However, by practice, it will not be required to have more time. The importance of self-assessment on every day activity can be considered in this regard (Adeani et al. 2017, p.140).

Online learning experience

Description: A warehouse manager needs to play a lot of responsibilities and therefore online learning is very much important. I gain online experience frequently for my work purpose. Most of the time, I experience it myself, and many times I may need help from other executives to understand which source I should choose regarding this topic (Stone, S., and Logan, 2018, p.45).

Feelings: At the beginning, I did not feel well enough to incorporate an online learning experience. However, later I could understand the importance of it, and thereafter I started to feel good about it. I feel really good when the online learning experience helps me to deal with other team members in a proper way. My management members prefer my behavior towards them. It works as a motivation to me to do better work (Li et al. 2020, p.75).

Evaluation: In that context, I want to mention that I need to provide some more time for learning. However, I cannot keep my patience for a long time and I think this is the factor on which I should bring improvement. As I am a warehouse manager and I have much respectability and therefore the problem must be solved within a short span of time.

Analysis: One day when I faced the problem related to decision making, the online learning experience helped me to find out a solution. I did not have expertise around me who could provide a proper solution to me. Therefore it is important to know the way online knowledge can be retrieved in an easier way (Pinto and Ramalheira, 2017, p.167). However, several tricks are required to be known for that.

Conclusion: I can conclude that the importance of online learning experience in the near future will increase. I think it will help me as a manager in so many different ways. However, the incorporation of some skills in this regard needs to be mentioned. The skill of patience, confidence as well as self-motivation is extremely important (Sekarwinahyu et al. 2019). A proper environment is also required so that knowledge from online sources can be retrieved.

Action plan: Till now I did not give much importance to checking the authenticity of websites. However, in future times I will try to check the authenticity of the websites before taking information from them. In that context, I want to mention that I want to have a focus on sources before choosing articles and journals. From that ground, I want to mention that I should have enough knowledge about the way the process should be followed.

Public speaking and giving presentations

Description: Speaking is a part of my work and it is not an exceptional case for giving presentations as well. In that context, I want to mention the importance of academic skills. Therefore I did not have to face problems regarding giving presentations. However, at the very beginning level, I had to face problems related to public speaking. However, with time, the problem has changed and it is not a problem at all in recent times. I can say that I am an expert in both aspects.

Feelings: The feeling of giving a presentation in a proper way is really good. However, when I had to give a presentation for a long time, I sometimes felt scared. However, after giving it for two times, the problems were solved. However, I want to mention that it took some more time in the case of public speaking. Both are very much important and incorporation of different kinds of skills are required (Cachia et al. 2018, p.434). I want to mention especially the significance of communication skills.

Evaluation: Considering my first experience related to public speaking, I can say that it was a horrible experience. This is because the main thing was not clear from speaking. I also want to mention that this is not acceptable from the side of a manager. I could understand it and later I was able to improve all these factors. Evaluating I can say that I need to focus on this particular matter to bring an improvement in the ability of public speaking (Raja, 2017, p.95).

Analysis: I think the analysis is a very important part of the Gibbs reflective model. Based on the analysis, I can say that I need to make my voice more clear when some important business aspects are considered in my voice. Being a manager, I am required to provide training sometimes. It will be helpful from that context as well (Parkinson et al. 2018). I also want to mention that I need some improvement in my speaking style so that everyone can get my point through my training sessions.

Conclusion: Based on the above factors, I can say that I need to bring improvement in keeping a confidence. A manager has to deal with different kinds of people and therefore keeping confidence is very much required. If I give enough attention to these factors, I think my public

speaking, as well as presentation ability, will be enhanced more in the future (Ahmed, 2020, p.252). This is very much desirable for any company and my company is not an exceptional case in it.

Action plan: Therefore I need to take some steps which will help me to bring improvement in this particular skill. Apart from company practice, I can practice it on my own. I think it will help in overcoming the problem within a short period of time. I want to give presentations in my future in a proper way. This is also applicable for public speaking as well. In that case, it may require taking help of some of the materials which can guide me in a proper way (Pitts, 2021).

Summarizing

Description: It is a matter that is not important for most of the time. However, sometimes it becomes too much important. More specifically I want to mention that it becomes very important while providing training to the other members of the management team. I did not feel a problem in summarizing and may be academic skills can be a responsible factor in this regard (McGunagle and Zizka, 2020).

Feelings: The feelings related to it are always good because I did not have to face problems about the way of Summarising about any topic or matter. It is very much important for noting the main points of any subject matter as well. I think I can do it better in the future and it will be helpful both for me and my team members.

Evaluation: Evaluation denotes what goes well or what does not go right. Considering this particular topic, I want to mention that there is nothing which is required to be focused on. In other words, it can be said that no improvement is required in this particular regard. It denotes the quality of a warehouse manager and it needs to sustain in the future as well.

Analysis: Considering analysis, I want to mention that having proficiency in this area is important and the significance of both academic as well as employability skills can be mentioned in this regard. Summarising helps in gaining the main knowledge related to any topic and it is very much important on the ground of saving time.

Conclusion: I learned that in order to be good at summarising, it is not required to have much skill. If any person has already focused on this matter at the school level, there is no worry about it while working in an organization (Harerimana, 2018 p.35). It has no direct connection with different types of employability skills.

Action plan: Till now I used conventional processes in the process of summarising. However, in the future, I want to take another initiative. I want to take the help of various kinds of software. Considering present times, it can be said that various kinds of tools have also emerged. For example, I want to mention Summarize Bot, Tools4Noobs summarize tool, Text Compactor, and Resoomer (Ramsey, 2017, p.1809). Summarizer is another one which is now used by most of the companies. It will help in doing the same process within a short span of time.

Conclusion

Based on the above discussion, I can conclude that Gibbs's reflective cycle is very important for understanding my position in all the factors which are discussed above. I can say that I do not need to give any focus on the summarising factor. However, for the rest of the cases, I need to give focus from moderate to high. Incorporation of lost skills is important and I can mention it in this regard. I want to say that bringing improvement in all these factors will help me to conduct much management work in the future in a far better way. I want to take help of various kinds of modern tools and technologies to do my work more quickly.

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