



University of Wales Trinity Saint David

Reflective report on my learning in Academic and Employability skills module

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1.Introduction

This report presents analyse of my learning journey in Academic and Employability skills module.During the course i have learned about Time managment,Public speaking and giving presentation. I choose this topics to understand better my personal experience and to learn more about them.Furthermore i will discuss my online learning experience and how this reflect to me.In order to help me with my reflection i have choosen Gibbs (1988) as a model to help guide my reflective process.

'Is not sufficient simply to have an experience in order to learn.Without reflecting upon experience it may quickly be forgotten , or it's learning potential lost.It is from the feelings and thoughts emerging from this reflection that generalisations or concpets can be generated and it is generalisation that allow new situations to be tackled effectively.' (Gibbs 1988)

2. Gibbs' Reflective Cycle

Professor Graham Gibbs published his Reflective cycle in his book " Learning by Doing" in 1988. This model helping people learn from situations that they experience regularly.If they are not aware to think about how they could be better next time , it will be hard for them to learn anything. This Reflective cycle could help to people to make sence of situations at work,so that they can understand what they did well and what they could do better in the future.Using a circle , reflection on those experiences can be structured in 6 steps.

Step 1 : Description

In this step you have to describe the situation in details.The main point is to undestand what happened.

Step 2 : Feelings

In step 2 you can explore all feelings or thoughts that you had during this experience and how they may have impacted to the experience.

Step 3 : Evaluation

Here you can evaluate what was good and what was bad in the situation.

Step 4 : Analysis

In this step you have chance to make sense of what happened.Here you have to focuse on details around the situation.You can extract the meaning from it.

Step 5 : Conclusion

In this step you making conclusion about what happened. Here you summarise your learning and what changes you could make to improve your outcome.

Step 6 : Action plan

This step is your guide for future action. Here you identify what you will do to improve your action in similar situation in future.

3. Time management

“For every minute spent in organizing, an hour is earned” - Benjamin Franklin.

One of the most important skills that you need to have is time management. Time is limited therefore you have to manage efficiently. During our module i started to think about how to manage my time. Very often i have situations that the time is not enough for me. This usually happens when i am tired or busy and forgot to plan my daily tasks. On the course our lecturer show us some effective techniques for time management like To- Do list , SMART Goals and Eisenhower method.

One of the most important tips to manage your time is to find yourself the right system. Using a well organized system is the key for success.

In my daily life usually I am using To- Do list to plan my tasks. If I break down my task into small pieces it is easier to process and get things done. I prefer to write my ideas and tasks on a paper. I am finding making of To do list stress reliever. The feeling of moving forward makes me happy and increases my productivity. It helps me to organize my time properly.

During the course I learned about SMART Goals and Eisenhower method.

According to indeed.com SMART goals help individuals plan and achieve goals in a reasonable time frame. It also helps to improve your time management in professional settings, such as workplace or education. SMART goals can provide guidance for my objectives and help me to create achievable goals. It is also good why to track my progress throughout the project.

Before the course I have never heard about Eisenhower method. According to appfluence.com The Eisenhower matrix is a method used to organize duties and tasks in order to figure out priorities. I think this method is a powerful tool to boost your productivity. If I start using this technique easily I will know which activities are worth my time and efforts, and which ones are not. In our world where we all rush to keep up with schedules, it is a priceless skill.

Time management is a very important skill that we need in our lives. Without time management we would be unable to reach our goals, make deadlines and accomplish plans. For me it was useful to learn more about time management.

This knowledge is essential for me as a learner because practicing good time management skills daily will improve my overall work performance and well – being in life.

4.Public speaking and giving presentation

Through this module i also learned more about public speaking and giving presentation.

Public speaking is a act and process of speaking in front of large group of audience.Public speaking helps to improve your communication skills, to make new social connections and to boost confident.

I have not had much experience with speaking. I am getting nervous when i start to talk in front of other people.I always had trouble with public speaking just thinking what others thinking of my speech.In the course we had some practices about public speaking.The task was to talk about 3 our achievements. My mind was like white blank. But after when the lecturer give us some instruction and my classmates starts to talking about their achievements i started to think about what to say.

I wrote some ideas on a paper and when i started to talk i was confident.After when i delivered my speech i felt relieved and proud that i manage it.I think this part of the module was life-changing for me.

Advantages of public speaking can help me in my professional and personal life. If I know how to speak well in public I will find easily a job, can resolve issues in a respectful manner. Also is a good way to build critical thinking and leadership skills. Other benefit which I can withdraw from this topic is to develop my vocabulary and to learn how to argue myself and how to be a good listener.

We had learned about giving a presentation. This activity helped me develop my IT skills, Communication skills, listening skills, organization skills and also to build confidence.

According to Cambridge Advanced Learner's Dictionary (2008), presentation is a talk giving information about something. The presentation requires you to get message across to the listeners. Today, presentation skills are required in almost every sector.

One of the tasks for my assignment for Academic and Employability skills module was a presentation. My presentation was about "Improvement of my bakery business". I was confused when I started to prepare my presentation but following the steps from assignment guideline and my notes from class easily I made it. On the day of the assignment I was the last student. I felt so nervous, scared before to start to presenting. But step by step, following my slides I think I managed it. Overall I am pleased with the way the task went.

Presentations are quite a daunting prospect but I think that the most daunting tasks are the ones you gain the most from.

I feel that preparing and delivering presentation has developed my confidence and i will look back on it as a positive experience in my life.

This topic was very helpful for me because i developed my IT and communication skills.I learned more about how to speak clearly and how to be more confident .Your presentation is the vehicle for delivering your message and to creat results.A successful presentation is one that moves people to action.

5.Online Learning Experience

The global pandemic – COVID-19 has made people to stay in their homes.All sectors were affected.Online learning became part of education system worldwide.COVID -19 brought out drastic change in the education program.Many universities have had to adjust their to online study.

Due to the spread the students need to adapt themselves to the new environment computer-led training in virtual classrooms from traditional classroom, which is a challenging task (Sanchez-Gordon and Luján-Mora, 2014).

Like everything Online learning has negative impact and positive impact.Starting this course was challange for my because for first time i had study online. All my classes was trough online platform – Microsoft Teams.

Was strange to seeing my lecturer and my classmates only in a virtual classroom. I am a person who like to communicate and to meeting new people. With Online learning i found lack of communication. Other disadvantage is connection issues. For example , when the lecturer sends a video and students with weak internet connection cannot download the video or have to wait very long time , this will affect on learning process and be efficient in terms of time.

In other side I did not find difficult to follow the lectures instructions. If i miss something easely i can find it in Moodle, such as module content, important dates or other helpful information. Thus, i would say that is helpful experience and i believe that virtual learning can really help me to gain skills. I am more productive and i have more time for activities beside university. Flexability is one of aspects of virtual learning. I can learn anytime and anywhere developing new skills. I can save time and energy so i can do other activities outside of the class room. Also I am finding for easy just with one click to log in in class, to access assignments, to contact my lecturer even to get online support.

I think the virtual leraning is a strong tool that can make teaching-learning process more innovative and beneficial.

Overall i am pleased because i developed my digital skills. Online learning not only help me to achieve educational goals but also help me to gain new skills . For completing my online studies, i became a familar with some programs ,such as Microsoft Teams , Excel , Power Point and Word.

In order to stick to a schedule and keep up with my course work i developed self-motivation and self –discipline.

I improve also and my time management skills. I think this will be really beneficial in my personal and professional life.

6. Conclusion and recommenadation

All these experiences helped me to be a better student. This module has given me great insight to my strenghts and weaknesses. It has improved my communication and time management skills. Increase my focus, helped me to build confidence. It helped me also to improve my English and to gain my digital skills.

Also as the results , I realised that my biggest weaknesses is a public speaking. I think that the public speaking is important key to demonstrate your knowledge, confident and influence others. It can help you to stay organized and to improve your writing and interpersonal communication. Therefore, i will recommend some ways to improve my public speaking skills like :

- Watching and learning from exceptional speakers. I will search for examples of great public speakers in YouTube.
- Relax my body language. Good body language wii improve my performance and it will help the audience to remember what i am saying.
- Rehearse .The best way to improve my public speaking is simply to practice. Once i rehearsed my speech multiple times , i will feel more comfortable giving it im front of audience.

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