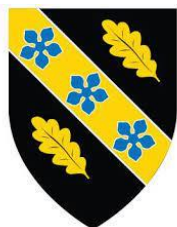


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Module Name: Academic and Employability Skills (ACE) BMSW4001\_LON

Lecturer: Soban Sadiq



**University of Wales Trinity Saint David – London Campus**

## Reflective report

The objective of this report is to explain and analyze various aspects of Academic and Employability Skills, as well as to put what I've learned in the previous term into practice. I'll talk about my concepts about time management, CV writing, and reflection, and at the end of the presentation, I'll do a self-reflection on my own presentation.

I had a general understanding of time management before taking this course, but now I can confidently state that I understand how to better understand my daily actions and routines, and that I am able to prioritize them in a different, and much more efficient way than before.

On the subject of CV writing, I can say that prior to this course, I had to use dedicated websites, and in some cases, I had to pay for it, in order to write a good CV, and that now, I can confidently say that I can create a perfect CV without difficulty.

Reflection is a topic that I enjoy learning about because I am a reflective person in my everyday life. I not only learned a new skill in class, but I also gained a better understanding of myself than I had before. But let's get started:

As I try to balance several aspects of my life, such as academic studies, work, and family obligations, time management is becoming increasingly difficult for me. Time management is extremely important to me because being able to prioritise tasks is critical to living a balanced and sustainable life, which is something I try so hard for. A good time management system provides me with numerous advantages that make my life, as well as the lives of my friends and family members, easier.

I'm attempting to describe how I manage my time in order to strike a balance between family, work, and education.

First and foremost, determine which critical tasks must be completed first. When I use a weekly calendar, it helps me remember short-term goals like reviewing lectures and preparing for exams. In addition, the planner can help me organise my non-academic obligations, giving me a clear picture of how my day / week will be structured. A yearly planner not only helps me plan my work for a semester, but it also helps me prepare months in advance for important deadlines and upcoming activities.

I can use a to-do list to keep track of what needs to be done first. Doing the most important things first is a habit I've developed over the years. For me, the fastest and most effective way to keep track of things is to write them down in a visible place or set an alert on my phone.

Prior to taking on any new commitments, I like to create a weekly schedule to keep track of my academic responsibilities and how much free time I have available. In an effort to de-stress, I've been trying to relax more frequently.

All these things take time to be doing: completing research, making notes, writing reports, and completing projects. As a perfectionist, I have struggled to be realistic about how much time I spend on each task, despite being given extra time to think about and evaluate the job.

Making future plans is something I try to do by setting specific, measurable, and reachable goals. Planning and prioritising my time to meet my immediate and short-term needs will enable me to achieve my long-term goals with greater ease and efficiency

First, I set up a pleasant and distraction-free work environment, and then choose the best time of day to encourage my own creativity.

I re-read the lecture notes to double-check that I haven't forgotten anything. Every time I get home from a class, I go over my notes to make sure I've retained what I've learned.

A CV, also known as a curriculum vitae in the professional world, is a short-written presentation of my qualities, skills, accomplishments, and professional experience that are relevant to the job that I want. It is essentially written in a narrative style. It reminds me of a passport, which I hand over to my boss and which identifies me as an employee by showing him where, what, and how much time I worked during the day.

It's my first and best opportunity to make myself visible to a potential employer, as well as my best chance of landing a job interview in the process.

Before moving on to more in-depth information, my CV starts with the most obvious pieces of personal information, such as my name, contact information, studies, personal characteristics, skill sets, and previous work experience. I will also include any additional information that I believe is relevant to the position for which I am applying, categorising it as appropriate for the job.

To see how it goes, a summary of personal information (nationality, marital status, age) and personal interests is used (hobbies, passions and specialties).

I personalise it by underlining the information that is relevant to the position I'm applying for and emphasising it with strong verbs once I've gathered all of the information I want to include.

The personal statement, also referred to as a career goal, personal profile, or professional profile, is an important part of the CV that should not be overlooked. With the goal of presenting a strong image of myself as a professional to prospective employers, I wrote my personal statement as a short paragraph at the top of the document.

In order for the employer to read the rest of the CV carefully, it is critical for the employer to understand who I am and how appropriate I am for the position in a few concise words.

Because how I present my skills, achievements, and ambitions in a CV is critical to my success, it is critical for me to use the appropriate type of CV for each job application I make. My personal favourite is the hybrid CV, which combines a chronological and a skill / functional CV. It can be more flexible by combining an orderly look with a greater emphasis on my accomplishments and skills, rather than being more formal, because it is not as formal as a chronological CV.

It's a good option for me because I'd like to highlight some of my skills or achievements that would help me stand out as a candidate for the position.

*"...the way that we learn from an experience in order to understand and develop practice"*

(Jasper 2003)

It's a clear, concise, and to-the-point explanation. But, exactly, what is reflection?

Even though reflection is an essential part of learning, there is no clear and objective definition in the literature, making it difficult to grasp the concept. According to the definition I was taught in class, "Reflection is a purposeful activity in which you analyse experiences, or your own practise / skills / responses, in order to learn and improve." However, I do not believe that this definition embraces all aspects of reflection; rather, it is more in line with Schön's description of reflection-in-action Schön for me and my way of thinking (1983). When confronted with a new situation that necessitates my intervention, I make decisions while keeping an eye on what is going on around me. I adapt and adjust my decisions based on the outcomes to achieve the desired result without spending too much time thinking. This process is defined by Schön (1983, p.68) as *"When someone reflects-in-action, he becomes a researcher in the practice context"*.

Now, when I encounter a new situation that is elaborate and extremely complex, requiring time for analysis, conceptualization, and resolution, and requiring me to adjust my concept based on the results, I approach it from a complex perspective. I spend a lot of time reflecting and meditating on the past, running all of the actions, thoughts, decisions, and details through a cognitive filter to grasp them in all of their complexity, then deciding what to keep, what to change, what new information to introduce, and finally doing. This type of personal introspection causes me to consider Taylor's definition as being correct: *"...the throwing back of thoughts and memories, in cognitive acts such as thinking, contemplation, meditation and any other form of attentive*

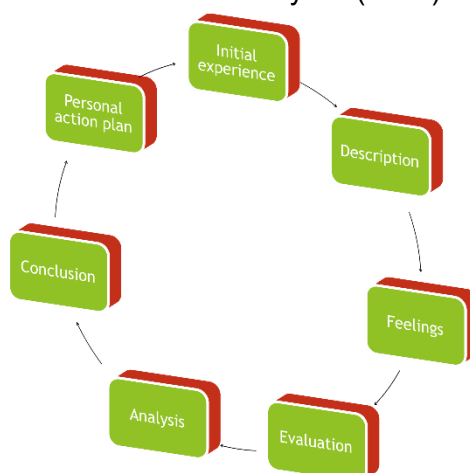
consideration, in order to make sense of them, and to make contextually appropriate changes if they are required." (Taylor 2000)

*"It is not sufficient simply to have an experience in order to learn. Without reflecting upon this experience, it may quickly be forgotten, or its learning potential lost. It is from the feelings and thoughts emerging from this reflection that generalisations or concepts can be generated."* (Gibbs, 1988)

In this term, I've learned about Gibb's 'Reflective Cycle,' which has helped me understand the purpose of my own actions, actions that I've taken before even conducting a thorough analysis, and then re-enacting them in the manner described by Gibbs.

A cycle of reflection created by Graham Gibbs in 1988 to help people learn from their experiences was named Gibb's 'Reflective Cycle'. In as well as provide a method for analysing experiences, its cyclic structure makes it extremely well suited for recurring encounters, allowing you to determine in advance that either went well or not.

Gibb's 'Reflective Cycle' (1988)



After initial experience, it is divided into six stages:

- **Description** - An account of the events that occurred
- **Feelings** - Experience-related emotions and thoughts
- **Evaluation** - Inquiry into all facets of a given event
- **Analysis** - Analysing the event to understand it
- **Conclusion** - What you've learnt and what you wish you had done differently in the process
- **Personal action plan** - A detailed plan for responding with situation

Doing research while learning, I discovered that for me from the initial experience to the personal action plan I can eliminate some stages, because in my thinking they are in the same plan and occur simultaneously.

After the initial experience, the description of the experience or situation is in the same way of thinking with the feelings about the experience or situation, being able to combine them very easily, moving on to the next stage.

The evaluation, analysis and conclusion of the experience or situation occur simultaneously for me, and it is not necessary to separate them in separate stages, except in very complex situations.

My personal action plan is always changing in response of the reflection-in-action process I described earlier, in which I connect and react to any challenges that comes my approach.

In conclusion I can say that for me Gibb's 'Reflective Cycle' looks simplified:

My own vision of Gibb's 'Reflective Cycle'



My adapted version of Gibb's 'Reflective Cycle' look more like Kolb's 'Experiential Learning Cycle' (1984).



After the individual presentation in front of the class, I can extract some ideas and key points through the cognitive filter and retrospective analysis of the presented document, and I will then analyze them.

Public speaking - I get agitated when I have to speak in front of a large group of people, regardless of the circumstances. I'm unable to maintain a professional and calm demeanor, despite the fact that my ideas are flowing freely, one after the other. The next time I'm in front of a group of people, I'll need to work on my body language in trying to look as natural as possible.

Power point document - Analyzing the retrospective would be a different approach. My first document for an academic presentation was overly focused on the technical aspects rather than the content. It took me more time than I had planned to use animations and transitions to make it look good, time that I could have spent developing the actual content and ideas. The presentation was in PDF format, so the power point document was not highlighted as a technique; rather, the content was highlighted. If I have any future presentations, I plan to put more emphasis on the content and less on the graphics, in an effort to achieve a good balance.

Time management - According to my own evaluation, I did not spend enough time preparing for the presentation, and the periods in which my creativity is at its peak tend to be after working hours or after classes. To correct this issue, I began to allocate the appropriate amount of time for school projects, changing my daily routine, and focusing on schoolwork in the mornings instead of the evenings.

The final factor is a reflection of my own personality. I always tend to get lost in the details, forgetting my main purpose or idea. Although I get off to a good start, new ideas and facts keep popping up along the way, and before long, the original concept I set out to convey has been replaced by one with a completely different connotation. To remedy this, I began sketching out the projects, focusing on the most important concepts and avoiding deviating from them.

Finally, I can say that as a result of this course, I gained a better understanding of myself, my own decisions, and my own actions; it broadened my horizons by developing new skills; and, last but not least, it increased my confidence in my ability to achieve my specific goals.

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# University of Wales Trinity Saint David

## London Campus

Academic and Employability Skills (ACE) BMSW4001\_LON

Mihaita Marius David – 2113993

How to become a Manager at my current job -  
DHL Supply Chain

Lecturer: Soban Sadic



# Introduction

Transferrable skills are the skills that make an individual 'employable', such as:

- CV writing
- Paraphrasing
- Reference
- Reflection
- Summarise
- Time management
- Communication skills etc

All skills are important in different ways, E.g.:

- CV writing - A resume helps me find a suitable job, in accordance with my skills;
- Paraphrasing - When you use the work of others to back up your own viewpoint, paraphrasing is a useful tool
- Summarise - Summaries helps to extract from a source of information exactly the essential
- Reflection – to continually improve myself; to improve the workplace

## How to become a Manager at my current job - DHL Supply Chain

- In the near future I want to become a Manager at my current job - DHL Supply Chain. For that I have to get a Desk Controller position, which will help me a lot. From the Desk Controller position, I will be able to accumulate a large amount of information that will help me to become Manager.
- From my point of view, the first step to reach my goal was taken: I enrolled to this University.

The second step I need to do is to improve my skills and develop new ones. As a manager, I consider the following skills to be crucial:

- Leadership
- Team Building
- Good communication
- Good Organisation
- Ability to Deal with Changes Effectively
- Domain Knowledge

**My SWOT  
analysis to  
became a  
Manager**

**Strengths**

- Critical thinking
- Adaptability
- Responsibility
- Professionalism
- Ethics
- Technology use

**Opportunities**

- Gaining new knowledge for a better job
- Improving skills already possessed
- Making an overview of the Supply Chain
- Better understanding of warehousing in a big company (DHL)

**Weakness**

- English is not my first language
- Teamworking
- I am not flexible with working time
- Lack of confidence
- Time management

**Threats**

- Colleagues with better skills
- People who are against management
- Too much dust in warehouse

To conclude, I must:



Continue and  
finish my studies



Improve my  
English



Improve my  
weakness

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## GIF Source:

- <http://s3.amazonaws.com/skillshare/uploads/project/eef5b75aaa219c9bef5f92f2da024f7a/2e61e0dc>
- [https://www.pinclipart.com/picdir/middle/186-1861856\\_talking-mouth-clipart-talking-mouth-clipart-speak-or.png](https://www.pinclipart.com/picdir/middle/186-1861856_talking-mouth-clipart-talking-mouth-clipart-speak-or.png)
- [https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcS5m4pdzOvtWUllgOnPq\\_wN3BplBbal6Zv02Jxb1wGWIZGW\\_3lRxlseEWkGqkO9gtdwyAE&usqp=CAU](https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcS5m4pdzOvtWUllgOnPq_wN3BplBbal6Zv02Jxb1wGWIZGW_3lRxlseEWkGqkO9gtdwyAE&usqp=CAU)