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Table of Contents

Introduction.....	1
Description.....	2
Feelings.....	3
Evaluation.....	4
Conclusion.....	5
Action Plan.....	6

Introduction

The purpose of this report is to reflect on several topics like time management; that is how to make effective and valuable use of time by setting priorities and getting our lives under control. Reflection; that is consciously observing and thinking about our

experiences, actions, feelings and responses, and then interpreting or analysing them in order to learn from them. Summarising; that is find the main points and supporting points by reading an article carefully, then write down the ideas briefly in a few sentences. Lastly public speaking; speaking openly face-to-face with a live audience using effective oral communication. This report was commissioned by my lecture, Anita Nan.

This report is a reflective cycle of description, feeling, evolution, conclusion and action plan on how to go through time management, reflection, summarization and public speaking. This report was carried out by doing lots of research on the internet, reading articles, journals and watching YouTube videos.

I will use Gibbs reflective learning cycle in this report. The Gibbs Learning Style Model is divided into four different styles, which are derived from a four-stage learning cycle. This learning theory not only provides an understanding of individual learning styles based on the four quadrants, but also explains the learning cycle that can be applied to all learners, using reflective observation, abstract conceptualization and active experimentation.

Description: (This is Gibbs' model of reflection)

In class I learnt about what is a report writing and how it is being written and the purpose of it. My lecture stated clearly that the information in a report is presented in a clearly structured format making use of sections and headings so that the information is easy to locate and follow.

Time management: It is the ability to use time productively and efficiently. Able to acquire knowledge by learning of the 80/20 rule (Timetac, n. d). It states that the top 20 percent of activities account for 80 percent of the results. This means always set a priority and attend to the main task first before the small ones. In so doing if you have 10 things to do in a day and there will be only two or three things which will be on top of your priorities list. Another remarkable thing I have learned about time management is the Eisenhower Matrix. It is all about knowing what is urgent and important, and if something is urgent, it means it needs immediate attention, and if something is important, it means it needs attention but not immediate. (Skills You Need, 2022).

Reflection: Reflective learning allows recall of life experiences to help develop critical thinking skills and improve future actions, fuelling the analysis of field experiences. Reflective learning is the exploration of

experiences to make humans more aware of their actions. Another remarkable finding about Gibbs is his experiential four learning cycle which highlights how learners change through experience, reflection, conceptualization, and experimentation. According to the cycle, learning occurs when a person encounters an experience and reflects on it. (Growth engineering, 2021).

Summarization: In today's fast-paced world, summarizing is a very important skill. Being able to convey the most important information concisely and accurately, without wasting any time or causing misunderstanding, is a skill many managers have with their employees, and many employees appreciate their managers. By learning how to summarize, we are also training ourselves to recognize important information quickly. This is especially useful and timesaving when skimming articles, papers, or websites for information that's required to solve a problem. (Owl cation, 2022).

Public Speaking: Watching some videos and reading a couple of articles has helped me understand and gained better knowledge about public speaking. Public speaking skills refers to the ability to speak effectively to an audience. Whether in front of a group of people you already know or in front of a group of

complete strangers, your ability to communicate with them clearly and confidently is called your public speaking skills. However, the basic difference between casual talk and public speaking is that the latter is more purposeful, and it is meant for celebratory, entertainment, influencing, or informative purposes. (Cleverism, n. d).

Feeling:

Time Management: I feel that it is easy to apply time management in my everyday activities, it is a strategy of planning my available time and controlling how much time i spend on specific tasks to work more efficiently. Without strong time management, my work and well-being can suffer and can lead to; producing poor quality work, missing deadlines, increasing stress levels, ruining my work-life balance and harming my professional reputation.

Reflection: I feel that Reflective thinking can help me develop my skills and review their effectiveness, rather than continuing to do things as usual. It is about questioning what I am doing and why I am doing it in a positive way, and then deciding if there is a better or more efficient way to do it in the future.

Summarizing: I feel that summarization has taught me how to select a large amount of text and

reduce it to bullet points for a more concise understanding. After reading a text, summarizing helps me learn to identify basic ideas and consolidate important details that support them.

Public Speaking: I feel that my knowledge and studies about public speaking has made me to significantly understand that it will boost my confidence. Overcoming the fears and insecurities that come with public speaking is empowering. Additionally, connecting with the audience can be a strong reminder that I have valuable insights and opinions to share with the world. My confidence level will grow as I go from speaking to small groups of people to large audiences. This will benefit me not only on stage, but in everyday life as well, be it at a meeting or a date.

Evaluation:

Time Management: We often focus on how long some tasks take to complete, while we should focus on what we accomplish in a day, which also helps us plan more efficiently. One way to measure results is to keep a list of tasks i complete each day. It will motivate me and keep me focused on my accomplishments at work. I must set priorities; this means i must be aware of which tasks are not important enough and can wait longer while focusing on the important tasks that need

to be done. Developing scheduling skills is not about organizing your work for greater control over your life – it is about taking control of your life and then organizing your work around it. (TimeTac, 2018).

Reflection: The reflection exercise is about becoming more self-aware, which should give me more confidence. This is an analysis of my behaviour that should lead to improvements in practice. It should be part of my daily activities, allowing me to analyse and focus on things in more detail. However, I may not want to change or improve some events because, I think they are going well. If this is the case, then I will have to reflect on why they are going so well and use my ideas to improve on future meetings. When evaluating my own practice, I will need to consider the impact of my actions on others and what i can do to improve. A straightforward approach to reflection is to gain experience and then describe, analyse, and modify it. (Gravells, 2017).

Summarizing: Summarizing has taught me how to discern the most important ideas in a text, how to ignore irrelevant information, and how to integrate the central ideas in a meaningful way. Learning how to summarize has improve my memory of how to take a

large amount of text and reduce it to bullet points for a more concise understanding.

Public Speaking: Enables us to make connections, influence decisions and inspire change. The ability to progress in the world of work and in life itself is nearly impossible without communication skills. Public speaking is one of the most important and scariest forms of communication.

Analysis

Time Management: With the knowledge that I have acquired i can now test many productivity methods to keep my activities organized. The Eisenhower Decision Matrix or creating a master list are just a few examples, I can read in detail in my task prioritization guide. My personal events can be done using simple tools like google calendar on my phone. I can also keep a written plan or a pocket calendar, for work-related responsibilities, task management software will come into play as I will be able to keep all my activities organized and get notifications to ensure i do not miss deadlines. (Paymoapp, 2022).

Reflection: It has taught me how to examine my own experiences and find new perspectives to guide my future actions. Reflective analysis is one of the critical thinking tools i may encounter in my

professional training and it is important to know how to use it effectively.

Summarizing: Summarizing is like panning for gold, it helps me seek and find the main points and key details in each paragraph. My taught on effective learning is all about identifying and understanding key points and key details. My summary statement should look like gold - bullet points, and key details.

Public Speaking: Basically, it is a presentation in front of an audience. Public speaking can cover a variety of different topics. The purpose of a speech may be to educate, entertain, or influence an audience. Often, presentations are supplemented with visual aids in the form of electronic slides, this makes the audience more interested. Mastering public speaking allows you to connect with your audience and gain their trust. As a skilled public speaker, you become likeable and credible, and able to inspire and even entertain crowds. (Businessstutplus, 2022).

Conclusion

Time Management: I could have provided more time management resources on YouTube, it provides great explanations and information on time management. I talked about the Eisenhower method and be able to explain the rules and methods in detail.

Reflection: I'll use Gibbs reflective cycle process to guide reflective practice, and mention Gibbs experiential learning cycle in details.

Summarizing:

I will master my summary in my own words, using only key words and phrases to jot down the most important points. Read the original text multiple times to make sure I don't miss any key points and make sure my abstract is much shorter than the original source. The original source is then included in the bibliography of the written document.

Public Speaking: Public speaking skills will help me demonstrate knowledge and succeed in my career. Incorporate some public speaking skills into my life to gain more comfort when speaking publicly. Watch great public speakers to see what works for them. Take a public speaking class to develop my skills and gain greater confidence. (Best Colleges, 2021).

Action Plan

Time Management: In order to achieve my goals, I need time management efficiency every day. I would use the 80/20 rule and the Eisenhower method to get me to redeem my time. I need to do some advance planning every day instead of just relying on my memory. The important point is that it will be difficult

for me to get through the day without a plan of action for the day. (Business online learning, 2021).

Reflection: I will create a short-term plan to help me achieve my goals, which includes specific actions or behaviours I want to do, knowing that I will be able to accomplish it.

Summarizing: I will identify parts of the text. Find the thesis and main idea of the text, distinguish between major and minor details, then delete minor details and examples. I will also pay attention to transition words, rearrange my thoughts, and reserve my opinions.

Public Speaking: Before I start crafting my message, I am going to have to think about who the message is for and learn as much as possible about my audience. This will help me determine my choice of words, level of information, organizational patterns, and motivational statements. (Cleverism, 2020).

Report: Reports are written with a clear purpose and a specific audience. Specific information and evidence are presented, analysed, and applied to a specific problem or issues. The information is presented in a clearly structured format, using sections and headings so that the information is easy to find and follow.

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