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Academic and employability skills

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Introduction

In this report I'm going to be talking about the academic employability skills module what I have learnt in term one and term two to show my understanding of this module and the skills I have learnt like time management paraphrasing and summarising communication and in class exercises. How I learnt to write a successful cover letter and cv

I will be emphasising the different types of models which has further helped my learning and helped with my development in breaking down information to which I have been able to learn from in-class study.

Concluding this report my aim will be to show my learning outcomes on this academic journey so far. How I have overcome struggles I have faced and I will be using the skills acquired to further my academic progression.

Presentation

Going in to the studies my perception on presentations is coming up with a plan or speech to practice and prepare for this up coming event to be able to stand up in front of a group of people and express your work

after researching I found out that this means

a speech or talk in which a new product, idea, or piece of work is shown and explained to an audience.

After going in to classes I found out that presentations will consist of building a team doing research using various research methods on a specific topic to present in front of an examiner and the class.

I felt very overwhelmed at first due to having a lack of understanding or skills required for presenting in front of people. I have had to work alongside people who I have not met and did not know very well.

In our group we wrote down roles making sure everyone had a part we folded them up and put them in a hat everyone chose a piece of paper which had their role this was at random so it was fair but at the same time give everyone the opportunity to build their strengths on research methods.

After doing the presentation I felt confident enough to say going forward I know what is required for a presentation, how to work with a team effectively and what needs to be undertaken to deliver an effective presentation.

It will help me going forward in my employment as this skill is needed in my role of team talks health and safety daily delegations of job roles. This opportunity has allowed me to be confident in presenting in front of people without feeling that I am speaking out of line. I now know that there are structures and models in place which helped me guide and added structure to skills which I had previously not had or under developed.

Time management

My perception of time management is being punctual working towards or meeting deadlines for work, studies, social activities.

Reference

Attending university has helped me with my time management waking up early and getting to my studies on time it has also helped me in my day to day life in work where I use to turn up late on occasions and not justify or have any sort of self-confidence.

My first introduction to time management was the method on Pareto's 80/20 rule where you should write down and list your tasks for the day and select the 20 percent which will be the most effort and most important tasks which will equal to 80 percent of your results.

alongside this we delved into the Eisenhower method which helps to put tasks at hand into order of importance against urgent tasks, this helps to eliminate distractions and makes sure that we always remain on top of things but most importantly time consistent.

Having this skill has helped me to stop procrastinating, it has helped me get to my studies and finish my assignment on time meeting deadlines according to strengths and importance.

Time management in my work place has always been an issue for me due to feeling like I had a lack of skills in presenting so effectively made me want to avoid going in or even turning up late. Now I have built up not only the skills but feel confidence I truly believe that this will enable me to not only be on time but work towards task deadlines efficiently.

Summarising and paraphrasing

This topic was something I had no understanding of but was excited to learn about. I had brief knowledge of summarising from previous education lacked at this as I had no opportunity to use this skill.

Reference

The first time we looked in to summarising and paraphrasing I felt very confused and the information was not sinking in which I had to work on.

We looked into the 8 steps of paraphrasing which is to read carefully, thinking carefully, understand the idea, go away spend some time away from the text, return to your own writing without looking at original text, write the idea in to your own words, check the original text and your paraphrasing make sure it differs from the original, and cite the original source.

In summarising we researched how to summarise a text for example we will have to get an overview of the content then scan for key words and then skim the first and last paragraph.

In the future of my studies I feel confident that I can now say that I know how to summarise and paraphrase without much needed help although when I do feel I have forgotten something I have in class notes to refresh my knowledge.

In my place of work, I always avoided writing or anything to do with this because it always needed some sort of reflective writing. I felt very uneasy as most of the work would have to be precise.

Going forward and after having studied this topic I am well informed to use this skill at my workplace which will now allow me to write up tasks which have been completed on a day to day basis.

I believe that I can always go back to my in-class notes should I feel that I have forgotten any key important steps or methods.

Reflective writing

this topic was also another one that I didn't have much or any understanding of I have never had the option need or position to use this skill

reference

my first lesson in to reflective writing we looked at different descriptions of reflective writing and reflection models and also highlighting on reflective writing practices.

I write reflectively because it helps me to reflect on previous experiences and learning from them it helps me to avoid repeating mistakes I will be able to understand the successful aspects of an experience. Which can be applied to other situations.

Reflective writing gives a way to make the best use of an experience turning surface learning in to deep learning.

We learned multiple perspectives in reflective writing we reflect on our writing so experiences are not forgotten we looked in common frameworks of reflection Gibbs reflective cycle (1988) also Kolb's experiential learning cycle (1984) the structure of Gibbs which I best try to follow the steps are as follows the description and what happened feelings what I was thinking and feeling evaluation what was good and bad about the experience analysis what sense I could make of the situation.

I believe that's Gibbs reflective cycle can also be implemented in my work place because it has a clear and easy to understand structure which can be input in to every separate department in the construction sector.

At the end of every shift everyone undergoes a form where you have to write what you have done for the day and this helps me to write constructively and have enough information to say that I can write reflectively.

Conclusion

At the end of this report I've come to the conclusion that I have excelled in my employability skills and I'm confident and competent to know the understanding of many subjects like summarising, paraphrasing, time management, active writing. And there are lots of different other skills that come from this I have worked as part of a team I have had conflict and learned how to get over this weather it is good or bad I have learnt how to Express my self with my presentations and gained self confidence to a high level I've learnt how to expand my voice and be herd by a group of people and take and process feedback on what I need to progress on I use some of the time management theory in my every day work I work for dads business which I'm

running a lot on my own and I have a lot of tasks to do daily some of them very important but it's hard to keep track of everything on a busy construction site where the 80/20 pareto rule comes in to place I indeed write down my most important tasks of the day and get them done first then I know I have done 80 percent of my tasks then I look at what is next on the list I'm completing most if not all of my tasks daily