

BMSW4001 Academic And Employability Skills Practical Portfolio

Task 2

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Introduction

Academic skills are very essential for the professional and academic life of every student. Knowing the competencies of the students and the skills necessary for various activities is essential to get all the activities done (Drew and Bingham, 2012). Students need to know their strengths and weakness and it can be done through the reflective cycle of various models. Gibb's reflective cycle is one of such models that can be utilised to assess the skills and understanding of anyone. This reflective model is utilised to assess the situation or any particular incident or aspect of people and then evaluate it through different processes (Smale and Fowlie, 2015). In this report, the various skills will be assessed through Gibb's reflective cycle and the skills include time management, organising the study, academic writing and public speaking and giving presentations. Each of these skills is unique in its way and they must be assessed by the student if they want to do better academically.

Time Management

The ability to maintain time and finish all the work according to the deadline can be termed time management in student life (Forsyth, 2019). Student always has to follow a routine so that the time can be managed properly and no time is lost. Time management is a very essential skill not only in academic life but also in the professional aspect as well. People who are not able to maintain their time cannot be successful in the long run as it is one of the aspects that makes a person do better than others (Kamdar, 2015). The model of reflection will be utilised to assess the skill of time management.

Description

At the initial stage of my university life, I had a tough time maintaining everything as I did not have any routine and time management skills. This resulted in me failing in performing various tasks and also not meeting deadlines regularly. So I wanted to change these factors and be better at maintaining time and submitting all my assignments before the deadline.

Feelings

As I could not finish work properly in time, I did not feel well in many cases and I was feeling a bit down due to my activities. I also had the enthusiasm to improve myself. I wanted to change how things were going at university due to my time management lackings.

Evaluation

Procrastination was one of the things that I commonly did and it was not a good thing for me to continue doing. I have to change myself and the activities that I performed. It was high time for me to change my daily routine and create a suitable one so that I can have time for myself and also perform all the academic and professional tasks before the deadline.

Analysis

I was always careless about time and it cost me both in my academic and personal life as I was not getting good grades and also was not being promoted in my professional life due to my lack of time management. It occurred to me that I could save my time if I did not procrastinate and had the knowledge of what I was going to do next so that I can plan it.

Conclusion

I understood that I need to have a solid grasp on the time that I have at hand as time is very valuable in the student life and I need to take some action so that I can implement my time management.

Action Plan

The plan that I want to undertake to develop my time management skill is to prepare a daily routine and also make a list of the tasks that I have to do so that I do not forget about them and can perform the activities properly.

Organising Study

The organising study is very essential for students as if the academics of the students are not properly maintained then, they will not be able to cope with the other students (McCulloch and Reid, 2013). Organising and maintaining a daily log of all the materials that are taught in class would be very helpful for students in organising their activities so that they can prepare well for the exams (Post, Koenders and Post, 2019). The organising study can be termed as a skill that is very essential for a good student. This skill is examined using Gibb's model in this case.

Description

At the initial stage of my university life, I did not maintain a log of my study and also did not organise all the materials that were given in class by the lecturers. It got a bit problematic for

me when the exams came and I did not find proper notes for the presentation. It was very difficult for me and I did not get good grades due to my lack of preparation.

Feelings

I was pretty upset with my activity as I failed to get all the notes and prepare myself for the exam so that I can do better and gain good grades. I also felt like I could have taken better notes so that I could prepare myself for the exam.

Evaluation

According to the analysis of myself, I did not have organised materials for study as I did not pay proper attention to class and did not take enough notes to continue the lectures of the teachers. So I had to develop my note-taking ability and also be a much more active listener in class so that I do not miss any points told by the teacher.

Analysis

It came to me that I did not take proper notes in the first semester and it influenced me for not taking enough notes in the second semester as well, did not go according to plan it caused me to excuse what I have so that I can do better than the other students in terms of academic work.

Conclusion

In my school and college life, I used to take very good notes and I would also pass them on to my friends but in the case of the university lay, I have to take notes. I have to improve my study skills and organise them to do better and gain good grades.

Action plan

The action plan that I need to undertake for organising my study is to take proper notes and also collect all the materials given in class by the lecturers and my fellow students.

Academic Writing

Academic writing is one of the major skills that are required by students in university life as they have to perform all the activities and also get good grades (Hopkins and Reid, 2018). Good academic writing is one of the skills that cannot be taught overnight and the students that are interested in academic writing have to have a better understanding of it. Academic writing will help students to understand the topic cell and also deliver them properly. Academic writing can be termed as the type of writing that involves proper research on the topic and also offers to

perform the top activities of the assignments (Siewierski, 2015). I need to develop my academic writing so that I can perform better.

Description

Writing strategy is very different from one another and students can differentiate them properly. Academic skills are one of the skills that would be very beneficial for students both in academic life and during the exam so that they can participate well and gain better results. I felt the need of improving my academic skills so that I can further get better results.

Feelings

I felt that I need to improve my academic skill writing today as I was feeling upset due to my inability to understand the aspects and communicate them properly in the form of writing.

Evaluation

I came to understand that academic writing can be very beneficial for the students as it opened up opportunities for me that I did not see before. According to my analysis, the students need to cover for themselves and participate in various activities that involve academic writing as a group.

Analysis

I came to understand that the aspect of academic writing is also a very essential aspect of completing the task of the assignment and it is to be done back so that the student does not face any sort of issue in this case. The other students are also looking forward to the aspect of the industry and the addition of having a good time.

Conclusion

Having the skill of academic writing can be very beneficial in the academic process and submissions. The teachers always give assignments and the students need to perform well and submit all the assignments in time so that the teacher remains content. This will also affect the great that the students give to the teacher.

Action Plan

To develop my skill of being an academic writer, the students need to have the rest of the target market. Practising regularly and getting enrolled in different courses can also be another source of information for the development of students.

Public Speaking and Giving Presentations

Public speaking and giving presentations are also other major aspects that the students must have and develop themselves in. Having a good set of skills in public speaking and giving presentations can help the students gain a lot of knowledge and also be very successful in their academic and professional life (Gillham, 2021). These kinds of skills will be helpful for the students as it would be beneficial for them to set the goals and also be able to work towards that goals (Power, 2017). So the students must develop their public speaking ability and give presentations so that they do not lag in the competitive environment of both academic and professional life (Mahowald, 2021). In this case, Gibb's reflective model will be utilised to understand and assess my skill of myself.

Description

Public speaking and presentation are very essential for every student as persuading skills are required for them. It is also a skill the students' university is lacking in teaching and it has been told according to the various assessors, that public speaking and communication can help the students grow their knowledge and also their networking ability. As I am not good at presentation, I suffered a lot in the module when we had to speak for a couple of minutes in front of the audience about the topic.

Feelings

It is one of the major aspects for me to gain better results in the academic aspect and I did not feel very good when I got fewer marks compared to others in the academic work. I need to understand the topic and also understand my lackings properly so that any kind of developmental charges can be implemented.

Evaluation

The important aspect for the development of academic works like presentation includes the assessment of the skill and the new measurement of the skill according to the various aspects. The students need to evaluate themselves on the topic so that they can assess themselves. They want to develop the skill of presentation and public speaking so that they can be very beneficial in this aspect. I feel like the development of the skills can help the students to evaluate further.

Analysis

I came to understand that the aspect of presentation and public speaking can help me to communicate with them better and make them understand what I want without even speaking.

Conclusion

I understood that various steps can be implemented to develop the speaking task oneself and it would be very beneficial for the students to do the same.

Action Plan

According to the action plan, the students can implement the various activities required for their development in this skill including regular practices.

Conclusion

Developing the various academic skills and implementing them in real life to get the job done is very essential and students must evaluate their skills so that they are aware of their abilities going forward in life. Different reflective models are utilised to assess the skills of students and the action plans implemented properly can help the students develop themselves to a great extent.

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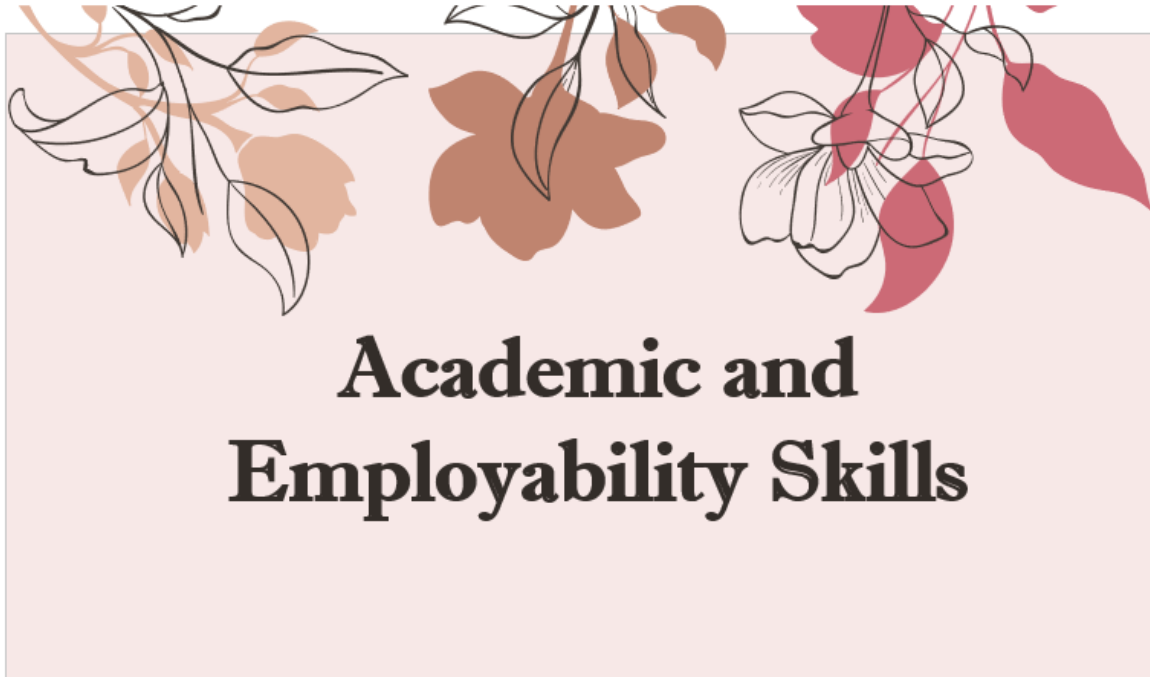
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Intended Career

Business Entrepreneur (Flower Shop)

- **Be a self-dependent entrepreneur**
- **Learn how the business is conducted**
- **Know all the business-rules of running a flower shop**
- **Gather knowledge about flowers**
- **Get the necessary skills for running a flowers shop**

(Gollin, 2018)

Intended Career



Job Responsibilities

- Set up the shop
- Update the flowers daily
- Decorate with the flowers
- Doing the business finances
- Manage the employees

Skills

- Problem solving
- Financial forecasting
- Negotiation skills
- Time management
- Resource allocation
- Communication

(Manimala and Thomas, 2017)

SWOT Analysis



Strength

- Communication
- Financial work for the shop



Weakness

- Negotiation skills
- Time management



Opportunity

- Gather technical skill for the shop
- Knowledge about the target customers



Threats

- Rising amount of shops
- Daily changing of stock

(Dealtry, 2019)

Existing Skills



Communication

Good communication required for selling

Finances

Financial management required for conducting business



Problem solving

Required to solve any issue

Organising

Maintain the shop and its employees



(Cottrell, 2020)



Skills Requiring Improvement

(Beeghly, 2021)



Negotiation

Required for good sales



Time management

Required for running the business properly



Technical skills

Required for arranging and decorating with flowers

Personal Development Plan



Objective	Action	Resource Needed	Potential Obstacles	Metric	Estimated time
Improve negotiation skill	Enroll in courses	Online material, time	Nervousness	Increase sales	5 weeks
Improve time management	Enroll in courses	Online material, time	Fear of speaking	Better management of time	4 weeks
Improve technical skills	Enroll in courses	Time and money	Inexperience	Make good flower arrangements	4 weeks

(Cottrell, 2020)

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