

final abdul

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Learning in the Digital Era

ACCA4025_BIRM

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Contents

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Introduction	2
Essential skills for study and employment	3
Time management	3
Critical thinking	5
1 How the development of such skills will support me in my chosen Career after you graduate.....	6
Automatic referencing tool	6
Similarity score	8
Collaborative Teamwork and Professional Academic poster	9
Conclusion.....	10
References.....	10

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Introduction

As I prepare to embark on my chosen career after graduation, the development of critical thinking and effective time management skills will undoubtedly be a cornerstone of my success. These invaluable skills are not limited to a specific field; rather, they will serve as guiding beacons, illuminating my path and empowering me to excel in any career I may choose. With honed critical thinking abilities, I will be able to approach challenges strategically, dissecting complex issues with clarity and innovation. Informed decision-making will become second nature, allowing me to navigate uncertainties and seize opportunities with confidence. Moreover, these skills will enhance my communication prowess, enabling me to articulate ideas persuasively and collaborate seamlessly with colleagues. As the professional landscape continues to evolve, adaptability will be key, and my well-developed time

management skills will enable me to thrive in fast-paced and competitive environments. The commitment to staying productive and organized will ensure that I can meet deadlines, exceed expectations, and make a lasting impact in my chosen career path. Embracing the power of critical thinking and effective time management, I am poised to forge a dynamic and fulfilling professional journey.

Essential skills for study and employment

In today's rapidly evolving world, certain essential skills have become increasingly crucial for both study and employment. Firstly, effective communication skills are paramount. The ability to articulate thoughts clearly, listen actively, and collaborate with others fosters strong relationships and promotes success in any academic or professional setting. Secondly, critical thinking and problem-solving skills are indispensable. The capacity to analyse information, think creatively, and develop innovative solutions enables individuals to navigate complex challenges. Additionally, adaptability and resilience are essential attributes. Being able to embrace change, learn new technologies, and bounce back from setbacks are vital for personal growth and professional advancement. Lastly, strong digital literacy, encompassing proficiency in information technology and data analysis, is essential in today's digital age. These skills collectively empower individuals to thrive academically and excel in the ever-evolving job market.

There are many skills and techniques that can be incorporated into study and the workplace which will help maximise productivity, creativity and outcomes such as -

3

Time management

Time management is the process of planning and controlling how much time to spend on specific activities. Good time management enables an individual to

complete more in a shorter period, lower stress, which will lead to success in the workplace and place of study.



Time management is fundamental in business and study, it is imperative to manage your time effectively to maximise productivity and staying organised. Good time management will help streamline your decision making and work. Planning out specific tasks into manageable chunks and creating deadlines is hugely beneficial. Working at a steady pace can prevent you from losing time and overthinking small issues. ⁵ In order to utilize time effectively, individuals must first be able to predict how much time is needed for the activity (Hellsten, 2012).

Time managing is also very important to physical and mental health. Poor time management can result in you becoming bogged down and distracted which can cause stress and health issues (Zhang, F. et al. 2021).

Effective time management means setting boundaries, setting goals and working towards them in an efficient and time bound manner, prioritising and micro-managing larger tasks will result in better, improved work, health and productivity. Avoiding procrastination is also a pivotal element in managing time effectively, being able to break tasks into smaller, manageable parts, and tackle them one at a time to stay motivated and maintain productivity.

Critical thinking

Critical thinking is taking any given information questioning, analysing, and forming a judgement on it. Its way of judging or discerning. Not taking information at face value but instead, dissect, analyse and assess ideas and thoughts.

The key benefits of critical thinking are -

- It helps to improve decision making
- It enhances problem solving
- Refines search skills
- Stimulates curiosity
- Evokes logical reasoning



¹ Critical thinking is regularly cited as an essential twenty-first century skill, the key to success in school and work. Given our propensity to believe fake news, draw incorrect conclusions, and make decisions based on emotion rather than reason, it might even be said that critical thinking is vital to the survival of a democratic society (Haber, J. 2020).

Developing the skills as mentioned above would be hugely beneficial in many career paths and workplaces. Time management is fundamental in the workplace as well as day to day life. Being able to efficiently manage my time and being organised will help maintain my focus on any given task. An effective way to utilise my time would be to use the RAC (Record, Analyse, Change) method. Applying this method will enable me to put my daily routine onto paper, scrutinise where I could improve my daily activities and change where I

see the need for improvement is needed. I believe this will help me stop procrastinating. (Siegel, H. 2017).

Critical thinking will also be an important part for me in any future employment. Questioning myself and my work I feel will strive me to do better.

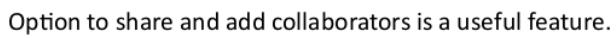
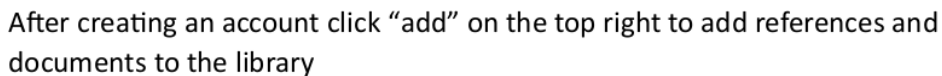
¹ How the development of such skills will support me in my chosen Career after you graduate

The development of critical thinking and effective time management skills will greatly benefit me in any chosen career path I may choose after graduation. These skills will enable me to approach challenges strategically, make informed decisions, communicate effectively, adapt to change, and maintain productivity in a fast-paced and competitive work environment.

Automatic referencing tool

RefWorks is an automated referencing tool designed to simplify the process of creating bibliographies and managing citations. The tool streamlines the referencing process by automatically generating citations and bibliographies in various citation styles, including APA, MLA, Chicago, and more. Users can import references from online databases, websites, or PDFs, and RefWorks will organize and store them in a centralized database. With a simple click, users can insert in-text citations and generate a formatted bibliography for their research papers or projects. RefWorks also offers collaboration features, allowing multiple users to work on a document simultaneously and ensuring consistent and accurate referencing throughout.

Below I demonstrate a brief outline on how to use RefWorks tool



Create bibliography to integrate into MS Word



It's a great tool to collate references in one neat, easy to access format which automatically creates citations. By using RefWorks, researchers and students save time, eliminate manual errors, and maintain consistency in their references.

Similarity score

I was quite surprised with my Turnitin initial score of 43 although I did find it useful to have this information at hand for future reference. I wasn't sure what to expect as this was the first time I used it. What I did notice is that Turnitin did include the citations which did put the percentage up.

Ways I could improve my similarity score could be I exclude quotes and bibliography, ensuring quotation marks are used for all quotes and generally try to make my work as unique and original as possible.

The mark I would give myself out of 100% would be 70% according to the marking criteria. I feel I have engaged with an extensive range of relevant and credible literature as well as having a consistent application of references using the Harvard method.

Collaborative Teamwork and Professional Academic poster



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Giuliano

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(Barnes, D. 2022).

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(Driskell, J.E., Salas, E. and Driskell, T. 2018)

(McEwan, D. et al. (2017)

(Xyrichis, A. and Ream, E. 2008)

Conclusion

In conclusion, as I embrace the opportunities of learning in the digital era, I recognize the immense value of cultivating effective time management and critical thinking skills. These essential tools will not only shape my academic journey but also play a pivotal role in my future endeavours in both study and employment. The digital age offers vast resources and information at our fingertips, but it also demands a strategic approach to learning and problem-solving. By honing my time management skills, I can maximize productivity, balance competing priorities, and make the most of my educational experience. Additionally, the cultivation of critical thinking will empower me to analyse complex issues, make informed decisions, and adapt to the ever-changing landscape of the professional world. As I step into my future, armed with these invaluable skills, I am confident that I will navigate the challenges and seize the opportunities that come my way, setting the stage for a successful and fulfilling journey in both academic pursuits and career endeavours in this dynamic digital era.

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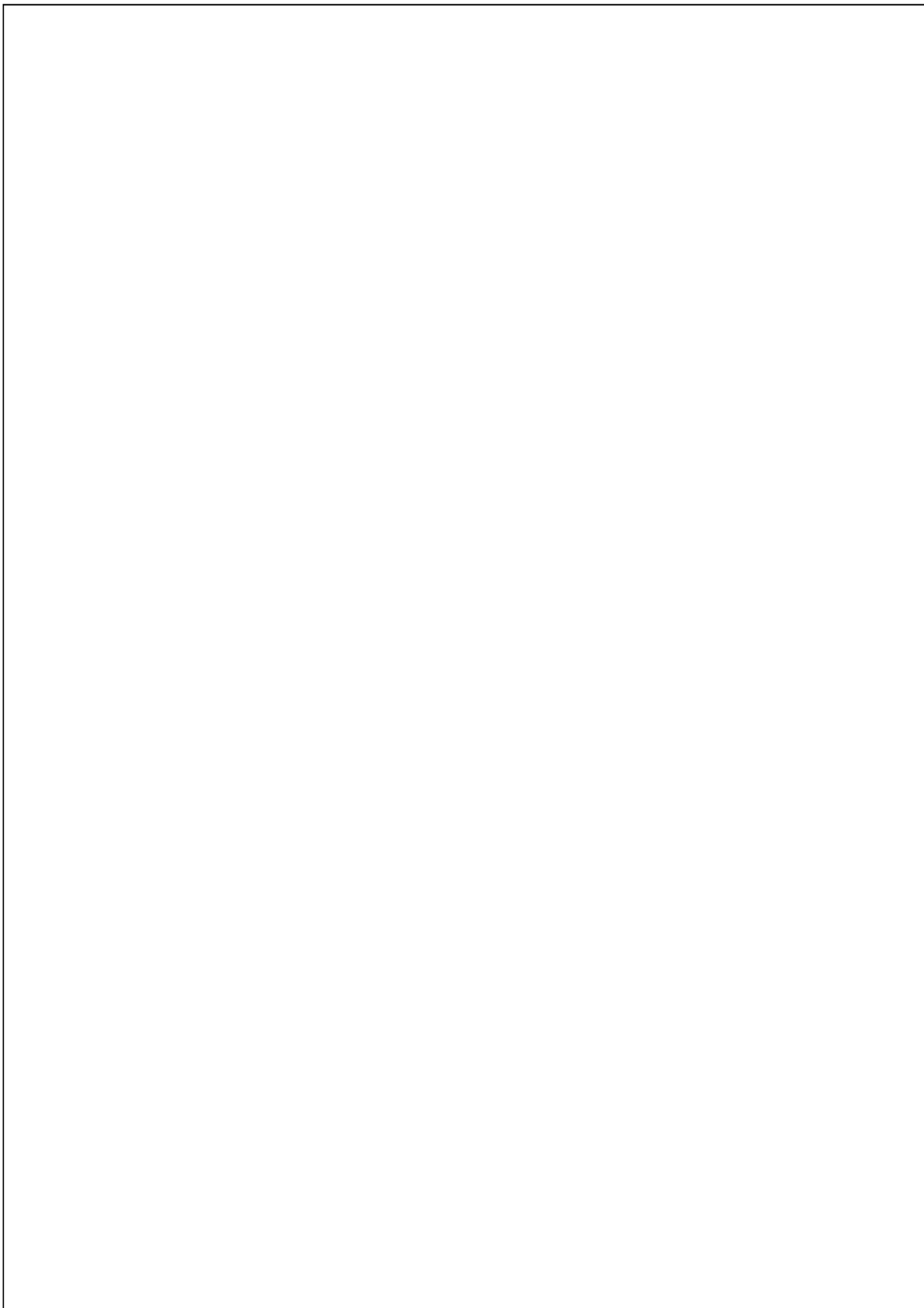
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