

Academic And Employability Skills ACE Reflective Report

As a student of the University of Wales Trinity Saint David London. I have benefited greatly and learnt a lot about employability skill and it has really helped me going forward career wise recently I got elevated at work for the positive change which I have been able to bring to the organisation since I enrolled for the program I have been nominated employee of the month several times in 2019 and ongoing.

Employability skill allows for fresh graduate to be employable in any given organisation irrespective of their background in order to achieve their potential aims and ambition in whatever area of employment as the skills and knowledge acquire from learning about employability skill will prepare them for greater challenges ahead.

In order to achieve all these employability skills, there are so many things which employers look out for in their employee you need to demonstrate a very good communication skill, your ability to listen to people and show your ability to handle conflict and resolve them amicably without being biased or impartial.

You must be able to handle your numbers numeracy skills is very important in your employability skills. Demonstrating your ability in solving basic accounting issues that may arise detailed analytic financial understanding in your chosen field of expertise.

When it comes to Interpersonal skills this has really helped me in achieving a lot at workplace there has been a positive turn around I have been able to turn my weakness into strength and my ability to network intelligently turning negativity into a positive outcome more critical and analytic thinking and general awareness in my ability to work and meeting targeted goals all this have been of paramount importance in my day to day activity.

When applying for jobs the most important thing is your ability in writing a quality CV detailing all your strengths and abilities, keeping it brief and on a very high standard tailored to targeted job opportunities and not cliché and your ability to sell yourself to your potential employer. In my own personal CV I tend to promote myself with every detail in my CV stating how highly of a motivated person that I can be in my passion for work and every other task

that lies ahead. As the team leader at my workplace I often get high praises and commendation for my inner most strength in surpassing expectation and my ability of always thinking outside the box and coming up with new ideas that would make the task easy at work.

With reference to exercise done in class about writing a cover letter I have gained loads of experience in my ability in selling myself to my potential employers in my cover letter which is a good result for me personally in my own experience. Using my own personal experience, I have been able to achieve so many things in my workplace meeting set targets and surpassing them whereby been nominated to train and motivate people struggling in meeting set targets and the company aim's and objectives this has helped increased the company revenue stream and demand for more workforce in meeting the challenges ahead.

Reflective writing based on what I have gained from this module.

Reflective writing is the detailed outlining of academic interaction, learning and personal experience in every field of life. In class we have learnt about different types of reflection and their importance. We have been privy to learn about Gibbs reflective cycle, Kolb's experimental learning and Driscoll model

Gibb Reflective Cycle

Gibb's is when you consider asking question such as When and where did this happen? Why were you there and What happened? What did you do? What did the other people do? What was the result of the situation?

"It is not sufficient simply to have an experience in order to learn.

Without reflecting upon experience it might quickly be forgotten, or it's learning potential lost. It is from the feeling and thoughts emerging from this reflection that generalisation or concept can be generated." (Gibbs 1988).

The Gibbs reflective cycle is one module which I have chosen at work this has really impacted in my ability and knowledge in reflecting on my experience at work in which I have learnt about dealing with peoples feeling at work and how to deal with them individually without been biased in helping them find solutions to dealing with their feeling in the workplace as this might lead to so much distress coupled with people mental health which has been in decline, if you do not support and offer help to the most vulnerable in the

organisation this will start affecting their productivity output which will then put the strain on others.

Reflecting on the week which we were talking about analytical thinking which is defined in our modules as the mental process of breaking down complex process information or comprehensive data into smaller parts. Analytic thinking is highly invaluable in our day to day thinking and experience in our workplace as it is a problem solving, mechanism thus enabling achieve set goals efficiently without any difficulty. In the module we learnt about so many examples of analytical skills which are namely Budgeting, Data Analysis, Creative thinking, Troubleshooting, Organisation, Reports, Effective research, Diagnostics and Metrics.

The benefits of analytical skills is quite enormous this attracts numerous employers to you as you become more marketable and invaluable to any organisational field you find yourself. The best problem solver in the industry whereby devising the best means in administering solutions to people's problem that may arise in every workplace. On improving analytical skills you need to speak to professionals learn a new things everyday and attending seminars, taking online courses to improve your skills, volunteer for new projects and challenges and also joining a book club. Also in class we played a game called the 9 dot challenge which was clearly showing us how to improve our analytical thinking and also as referred in class there are few other games which we talked about games like Puzzle, Crossword, Chess and Scrabble all the game mentioned above all have their benefits in developing out analytic thinking capacity.

Reflecting on my presentation week I have had the pleasure of delivering my presentation which. I strongly believe and hope went very well I have gained so much confidence in my approach towards presenting myself in front of people. I had a First hand opportunity in talking about Unfair Practise At University. When presenting don't speak too fast speak slowly and clearly engage with the audience and bringing your point across try not to move too much, and also do not allow sufficient time for pauses. Whenever you are doing a presentation always arrive early as it give you ample time to try the equipment, turn off all mobile device to avoid been distracted, distribute handout always print out more than required during the presentation go straight to the point letting your audience know the topic you will be

discussing. Talking at a natural rate is quite helpful, project your voice speak clearly and distinctively giving the audience enough time to digest the information, repeat critical information and don't read the slides aloud you can refer to them but don't continue to look at them.

When it comes to body language maintain eye to eye contact with the audience don't turn your back on the audience the use of good gesture is quite necessary as it boost your natural ability and confidence to speak clearly when presenting you should endeavour to constantly practise your lines and allow for audience interruption that may arise. During the presentation we watched a short video clip about the former US president Obama stating how he would be a good leader and serve the masses his speech was very encouraging and the way and manner he used his body language was very appealing to the audience.

Show some enthusiasm in engaging with audience don't get distracted with noise from the audience and their movements remember to ask the audience questions.

With reference to my mini presentation we were each given a 3 minutes window to speak. In which I shed more light about Unfair Practise In University in this I have gained a lot of confidence in presenting myself. On my unfair practise I spoke about how students do cheat in their examination whereby copying and paste without any reference to the author of the original work. This a very serious issue which is fast growing in our institutions and the universities takes this very seriously and have so many disciplinary measures in dealing with potential students that are been caught cheating, they can be expelled, face disciplinary panel or points been deducted moreover every student have a right to a fair trial . For example we had a similar incident at the University of Wales in 2019. Whereby emails were sent to everybody expressing the fact that some students were caught forging and cheating during in between the submission of their course work and assignment.

Reflecting on everything I have learnt I have gained so much confidence in a wide range of areas that includes me been able to sell myself to my employer this has really helped me to improve in my interaction with my immediate team and employer. My confidence level has improved exponentially me

doing my presentation at school I can now stand in front of an audience and present. I have also learnt about communication skills, how you can manage conflicts in workplace my CV writing skills has also improved greatly.

References

Professor Mantz York (2004) Employability in higher education

Skillsyouneed.com/generalgraduate

Gibbs (1988)

[Http/www.cob.sjsu.edu/splane mpresentationTips.htm](http://www.cob.sjsu.edu/splane/mpresentationTips.htm)

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