



A REPORT ON REFLECTION OF LEARNING MODULE

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TASK 2 REPORT

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Introduction

The most important skills you need in your life is academic and employability skills. Academic skills will help one to get a good and standard job. In today's world, the most wanted academic skills are math, English, and business-related knowledge. Students have to achieve these skills to pass secondary education and higher secondary education. In graduation level, we learn advanced academic skills such as calculus, econometric, advanced accounting and advanced mathematics. Sometimes we need to apply this knowledge in assignments and presentations. And then one has to achieve employability skills. Employability skills refer to employment related skills such as critical thinking, teamwork, content writing, time management, public speech and, communication, etc. Generally, what HRM wants is called employability skills. Employability skills are essential for promotion and networking in the workplace, and to be highly paid. Critical thinking is one of the most wanted skills in the workplace. According to the largest company's CEO, critical thinking, problem-solving, and creative mindset mentality are high valued in the workplace. So, everyone needs to prepare himself according to the 21st century's workplace (Belloc 1967).

Reflection Model

We all know what reflection means. Reflection is a word which reflects one's own thinking, knowledge, and experience. Model of reflection is a way by which one can understand what went wrong, how did it go wrong and how can it be improved? Generally, we reflect our past experiences in reflection model.

Here, I have used Gibbs reflective cycle as my reflection model. It consists of six stages. The first one is description and it describes the experience. Then comes feelings and here we tell our thoughts and feelings about the experience. In the 3rd stage we have to evaluate the experience whether it's good or bad. Analysis stage is to make sense of the situation and conclusion is what we have learned from the experience. The final stage is action plan. Here we describe what will be our action plan if we face the same situation again (Duchateau and Janssen 2008).

Time Management

Time management refers to do every work on time without any pressure and in a smart way. Time management helps us to prioritize our works and complete immediate and urgent works on time. It helps us to be pressure-free. We all have 24 hours in a day. But our works are different from each other. Some have more works and some have less works. The highest achiever manages his time well and can do all the works in time. But you will see people who don't work on time seem so busy all the time because of lacking in their time management skills. Time management is one of the most important skills in workplace (Gibbs 2011).

Time management in Gibbs reflective cycle

Stage name	Details
Description	I was a student in the 2nd semester. I was told to survey our vacation time activities. I had to submit the work in 1 week. I had planned to work 2 days before the deadline. But I didn't make it happen because of my idleness. I wasted my time on other unnecessary works but I didn't plan anything about the survey. So, It took one more day to make questions and other things to take students opinions. Well, after preparing everything, I mailed our classmates and friends to give opinion in the survey. But it didn't happen in that way I thought. So, I couldn't submit the survey report in time because of time management lacking.
Feeling	I was feeling so helpless at that time. I didn't get enough responses to make a survey report.
Evaluation	I thought people would respond if I ask them to respond. But it didn't go that way.

Analysis	My survey report didn't go well because of my time management lacking. I didn't take the work seriously and at the last moment, I faced too much pressure to do the work.
Conclusion	I have learned that time management is an essential skill for all of us. Before this, I thought time management is only for professionals. But now, I realize not only professionals but also students should maintain time management. Time management ensures quality work.
Action Plan	If I need to do the same assignment again, I will follow the Eisenhower method. Eisenhower method is a time management matrix where we divide our works into different categories such as urgent, important, not urgent, and not important. If the work is urgent and important, I will do that immediately. If it is not urgent/not important, I will leave that and go for next one. If the work is important but not urgent, I will do that taking more time. Thus, I will manage my work.

Public speaking and giving presentations

Public speaking refers to deliver a speech in front of the public. But it doesn't mean saying anything inappropriate. You must have to say appropriate speech because public speaking is a formal approach. Public speech and presentation are almost similar. In both, you have to give a speech in front of a crowd. Presentation is basically a more formal approach than public speaking. If you give a lecture or present anything definite to the audience via slide, image, or infographic, we call it presentation. Every employee and student must have to give a presentation and public speaking to prove their worthiness. It needs some skills obviously. We can achieve them by reading books, listening to ted talks, and so on (Thompson 2011).

Public Speaking in Gibbs reflective cycle

Stages	Details
Description	I once participated in a competition with my team. We had been selected as semifinalists. In the semifinal, we had to give a presentation in front of a judge and a huge audience. That was the first time I gave a presentation out of my classroom. And the experience was literally awful. I was just stammering in front of the audience. I didn't make any

	script. Because I thought my English speaking skill is good. But public presentation and English speaking so much different from each other.
Feeling	I was feeling so much embarrassed at that moment. People looked at me like I were from Uganda and took stage in a well-known competition without any merit.
Evaluation	The first part of my speech went well because I memorized that part. But in the middle of the speech, I couldn't deliver my speech according to my plan. I was scared to see such a huge crowd altogether.
Analysis	The things didn't go well because I didn't have any skills regarding public presentation. I didn't know how to interact with the audience, how to look at them, and how to make the presentation interesting. If I knew these things, it would be much better.
Conclusion	I have learned that public speaking skills are essential for all of us. And without making a script and knowing the ways of public presentation, one shouldn't go for public speaking.
Action Plan	If I need to give a public presentation, I will certainly follow some steps. At first, I will analyze my audience. I mean what is their background, their literacy, their choice and their nationality also. Then I will define my objective my presentation. I will these questions to myself. Why I tell this in front of audience? What does I want to gain? How can I gain that? What story will be suitable for that? After answering these question, I will make my presentation script precisely and practice it in front of mirror several times. And when it comes in presentation day, I will start my presentation with a story. I hope it will help me to attract audience towards me. I will also try to maintain perfect eye contact, posture and gesture.

Online learning experience

Online learning is a modern method of learning by which students can learn their lessons via modern devices. In this learning, going to school or College isn't mandatory. Generally, students who are far from their school or college campus use this learning system. Besides, in an exceptional situation like the corona pandemic, online learning is the only alternative to learning. Moreover, some famous institutions like Udemy, Coursera, and, CFA institute run their learning system in online learning system, in this learning system, students can learn their lessons, submit their homework, and interact with teachers like real live class. But it has some disadvantages too. Students have to use mobile and pc which is harmful to them. It creates a hearing problem too. Besides, all students can't afford expensive devices. That's why, it creates depression among them.

Online learning experience in Gibbs reflective cycle

Stage	Details
Description	In pandemic time, our whole learning curriculum was shifted to online. We had to attend classes regularly via google meet and zoom. But it wasn't easy for us to shift in online suddenly. We had lost our attention during the class and it created depression among us. Even, I didn't have any routine.
Feelings	Our feelings were awful. In almost every class, we did mute ourselves and stopped video if it wasn't mandatory. We were present just for attendance marks. We talked to each other during online classes.
Evaluation	The online learning experience wasn't good. But now it is becoming easy and comfortable.
Analysis	I wasn't attentive and couldn't interact with teachers because we did many things together such as chatting in dept group and listening music.
Conclusion	Distance learning isn't comfortable as it is said. Keeping concentration in online classes is so much harder than live classes.
Action plan	Now, I don't have concentration-related problems. I now create a perfect environment for online classes. I sit in a noise-free room and maintain distance from distracting devices such as gaming devices and mobile. I don't open any app except the classroom.

Analytical and critical thinking skills

Everyone's thinking is different. How we take decision is apparently based on our thoughts. You might have seen that famous company's decision is totally different from us. Why does it happen? The answer is critical thinking.

"Critical thinking is the intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action."– The Foundation for Critical Thinking (Hansen 2017).

Though above definition is so much complex, critical thinking isn't that complex. Critical thinking means think critically and rationally, gather ideas and process them into a perfect decision. Students and employee who are good at critical thinking get good marks in exam and good position in workplace.

Analytical and critical thinking skills in Gibbs model

Stage	Details
Description	Once I faced an interview for a part-time job. In the interview board, Chairman asked me some analytical questions. I was just astonished because I didn't think these types of questions would be asked in the viva board. Such as how would you make a decision on a critical problem if I don't give you enough information?
Feelings	I was feeling insulted at that moment because I didn't have any answer. The whole interview board watched me carefully, and it was so embarrassing.
Evaluation	Due to lacking of analytical thinking, my overall viva had gone bad.
Analysis	I answered all the question properly except analytical question. I didn't have any experience about these thinking question. If I knew it would be asked in viva board, I would do some homework.
Conclusion	One must have critical thinking skills. It is essential in the workplace as well as family. You must have to make some critical decisions in every step of your life. You can't make those decisions without knowing its outcome.
Action plan	If I have to answer critical question, I will follow some basic principles of critical thinking. The first one is to gather my all ideas about the question. For this I will ask myself some question. Such as What do I already know, how do I know that and what I'm trying to prove? Then I will follow oblique strategies to justify the assumptions. I will revise these two process again in my mind whether I forget something or

	overlook any information. Here comes the final stage. Here I will try to answer these questions free from any partiality or biasness (Moon 2013).
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Conclusion

Every person has problems but their approach isn't the same. Approach becomes different based on their learning and experience. Gibbs reflective cycle helps one to understand their learning and apply them to real life problems.

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