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Reflective report: the impressed topics

ACADEMIC AND EMPLOYABILITY SKILLS

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INTRODUCTION

Today I'd like to discuss about some topics we learned in academic and employability skills. In particular I'd like to talk about 4 topics: time management, referencing, reflection and online learning experience. I chose these topics because I was impressed with these when I studied it because I think are very important in the life and in the future career.

REFLECTION MODEL

For to choose this topic and in the future I'll use the Gibb's method. I think this method as I will say later is more useful to better understand what is best to do, after reflecting on the past. After the lessons I reflected on what I knew about these topics and asked the questions about what happened that led me to choose them, my feelings about them, the mistakes made positive and negative because I did not know enough, which ones I will need especially in the future, I drew the conclusion that these are the ones that aroused me the most interest. And at last I reflected that next time I'll use what I learn.

TIME MANAGEMENT

Many activities take time everyday to our life, for example have a shower, work, eating, sleep, study, relax. Before I knew that for being organized we can use a different method, we can use diary, work plan, organised paperwork, filing systems. With the lesson I learned that time management is to use that time effectively; balance the time requirement of different aspect of your life. This is a skill that I think I have, and after studied it and after studied the Eisenhower method I will use it for manage my time. For example I'll use this method in my future career for decide what is better to do first for manage my time at the best or recommend to the families how to manage at the best the time with their children. Before I new that one of the most method is to make a to do list daily with the time, the activity, the time required and the priority. I didn't know that there were two theories about time management:

Eisenhower and Pareto's methods. The economist Pareto, theorized the Pareto's principle, a theory which is now a popular concept of time management. This theory is used in organizational and business management. He says in his theory that 80% of consequences, come from 20% of all causes. The Pareto's theory, is important for organize work and life, and There are many ways to use this principle for example in marketing, in the workplace, for increase productivity.

An other method for manage the time is the Eisenhower method. It consists in a scheme where we write the things in according to urgency, non-urgency, importance and non-importance. In a scheme we therefore write the important and urgent things, the important but not urgent things, the not important but urgent things and the not important and not urgent things. This method so is used to organize duties and tasks in order to figure out priorities.

	Urgent	Non-urgent
I M P O R T A N T	making the report; working; studying;	cleaning the house; Getting married; Having children;
N O N I M p o r t a n t	responding to email; taking a trip to my city; organizing my birthday party;	Looking for new home; Watching tv; Smoking;

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I think time management is important in my career and in my studies for manage the

**time at the best, using one or both method
we learned: Eisenhower and pareto. But I
prefere the eisenhower method.**

REFERENCING

Before the course I knew that referencing is when you use the same word of another person and say who told that things. After studied I have deepened that even when you write an essay or a report and you use some specific word or someone else's idea, you have to use a reference, so you have to write where you found these words or ideas at the end of every page. And instead I learned that if you don't write it, so you don't refer the source or if you take someone else's works or ideas and you passing them off as your own or change a few words, you are committing a plagiarism or self-plagiarism.

How we discussed in class referencing is important in our future job. For example, in the future I'd like work as family support worker, when I'll speak with the families I have always to refer who said this first, for to be credible with the people; or if some

doctor have to prescribe some medicine, have to tell who says something about that, and the same with the other job as well because is very important for a best career. In addition before to study in this university, I knew what was a reference but I didn't know there was a lot of different ways to refer and how refer but now I know it and I will do this in my future career always.

Thank at this module, I learned that there are different type of reference: citing and referencing, it can be direct quotes (name, year, page) or indirect quotes (name, year). Also there are many ways to refer based on whether is a book you have to write: author name, publication year, title, edition, places, series and volume; an e-book: author name, publication year, title, name e-book collection online, website url, date information; a journal article: author name, publication year, title, and of journal, volume, page, date information; an online journal: article, author name, title, name

collection, (online), website url, date information; and for a website you have to write: name, (year), title, url, date information.

I think referencing is useful for to be more credible because you say who talked about that particular topic you are speaking.

Thanks at this lesson I'll use this when I talk with the families when I work as family support worker.

REFLECTION

When I start to study in this university I thought that reflection is when you think about something happened, or when you think who you want became, or to something in general. In this course and in the lesson I learned that there are two type of reflection: reflective writing and reflective report. Reflective writing is evidence of reflective thinking. In academic it is looking back at something, analysing the event or idea, thinking carefully about what the event or idea means for you; reflective report, instead is a piece of writing that summarises a student's critical reflection on a subject, make a deep reflection on your experiences through perspective from people and theory, written in third person.

In addition, I learned there are multiple perspective: other sources and types of evidence. Possible types of evidence are other things I know, personal aspiration,

work-based issues, application to other module/learning, academic theory.

I didn't know even that there are a lot of reflective methods: Gibb's 'reflective cycle' (1988), Kolb's 'experiential learning cycle' (1984), Driscoll's model (1994,2000), but we study the first two. After studied them, in the future for reflect and in my future job as family support worker, I will use this method based on patients and problems, to help families overcome obstacles.

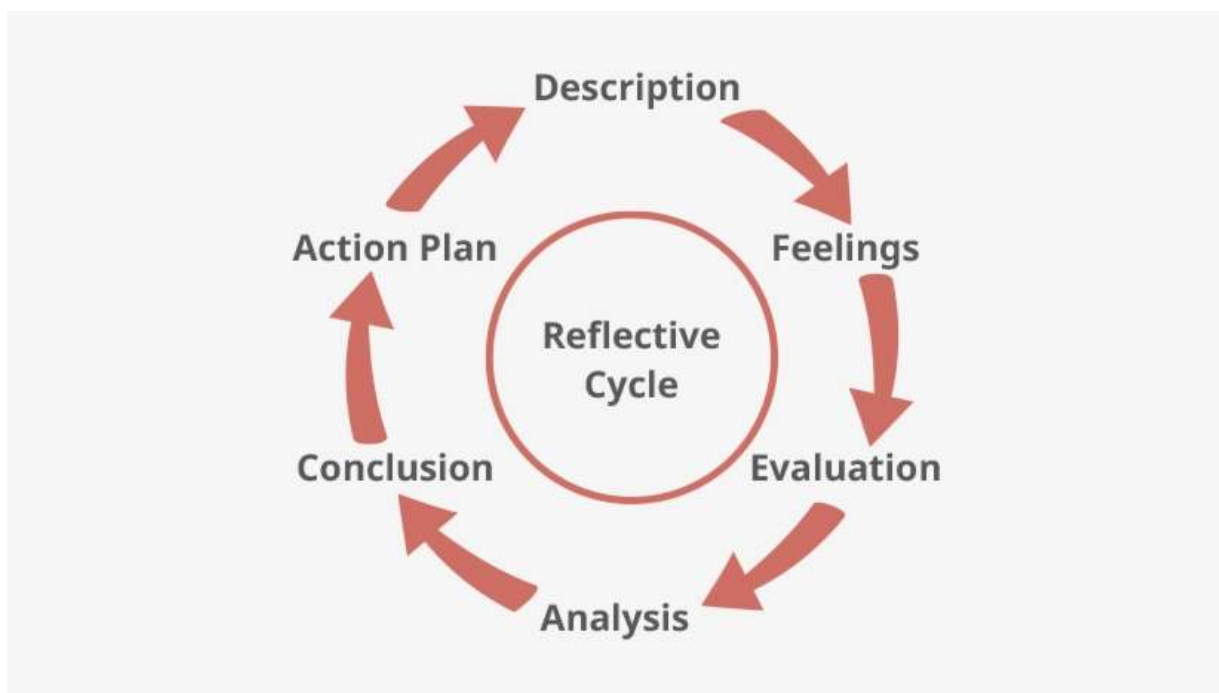


Image source: https://www.seekpng.com/png/detail/274-2741005_gibbs-reflective-cycle-model-explained-gibbs-reflective-cycle.png

The first thing to do for Gibb, is reflect on what happened, what did you do; after to this what were you thinking and how did you feel about the situation; third thing to do is thinking what you could have been done before and reflect what was bad or good about that situation; fourth thing make an analysis of the situation and think what sense can you make of it; after to this you can make a general conclusion where you think what from these experiences and the analyses you have undertaken, and a specific conclusion where you think what can be concluded about your own specific, unique, personal situation or way of working; and the last thing to do is asking to you what you are going to do next time and what steps are you going to take next time.

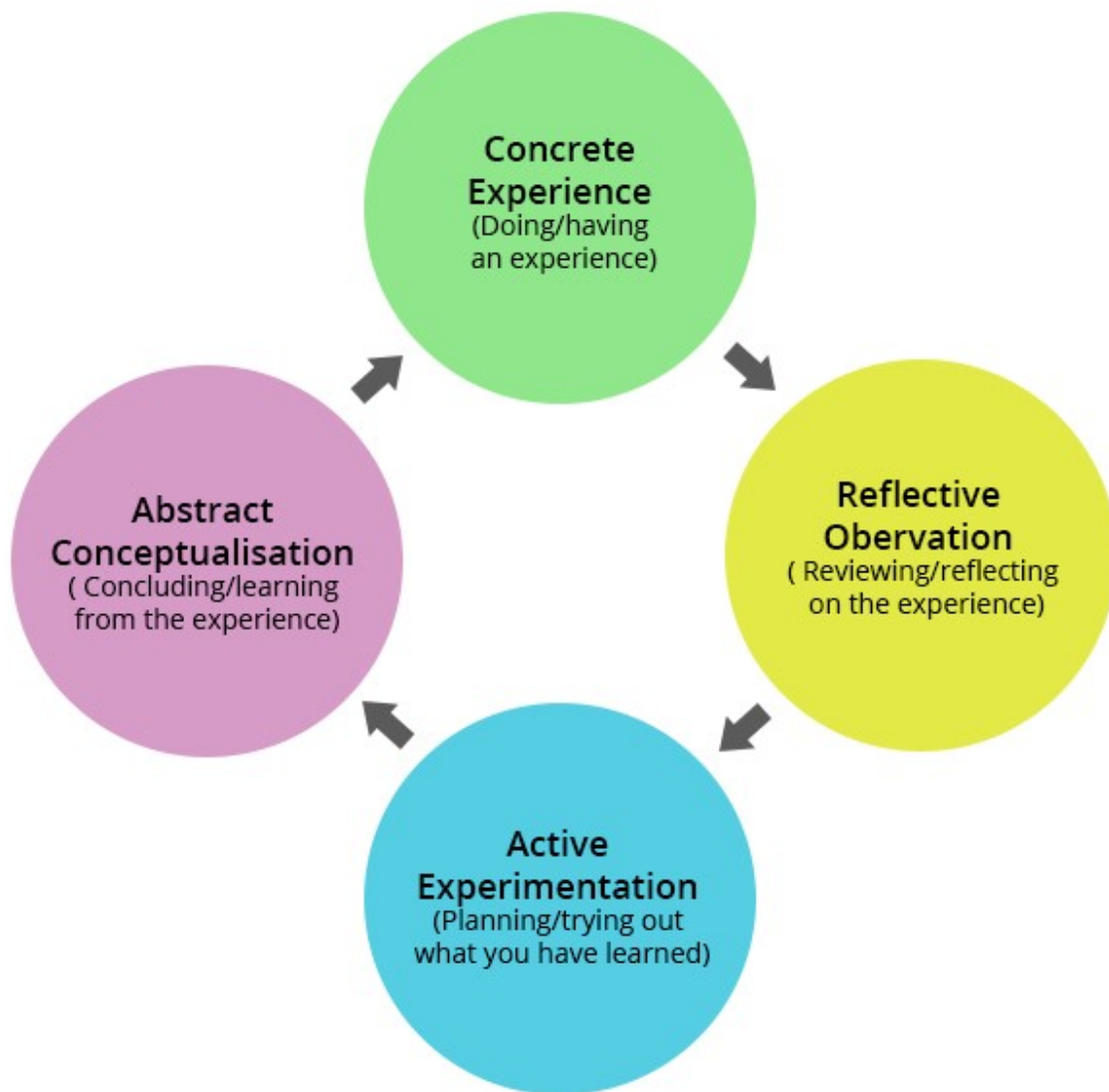


Image source <https://cdn.elearningindustry.com/wp-content/uploads/2018/08/1.png>

Differently the Kolb's experiential learning cycle has only 4 steps to follow: concrete experience, reflective observation, active experimentation, abstract conceptualisation.

The first is when a new experience or situation is encountered or make a reinterpretation of existing experience; in the second, have particular importance any inconsistencies between experience and understanding; third thing is when reflection gives rise to a new idea, or a modification of an existing abstract concept, so the person has learned from their experience; and the last step is when the learner applies their ideas to the world around them to see what happens. Everything so it can be summing up in what happened, what was my experience of it, why did it happen and if there is any research that might deepen my understanding, and what I will do when and if it happens again.

I think reflection is important in my life and in my future career for understand who you are, what do you want become, why you are in this way and improve the negative things and the same to solve the problems of families trying to understand from the

beginning. Even if I can use the Gibb's method or the Kolb's method for understand what happen, I'll use the first method because I think, with its 6 stages, is more useful for understand at the best what happen and make a better conclusion for avoid again the same situation.

ONLINE LEARNING EXPERIENCE

Unfortunately we are facing a difficult period for the whole world, where we are forced to stay at home, not be able to meet friends, stay safe, and help others to stay it, but all this has not stopped us from continuing to learn, follow classes, attend school where possible, all this thanks to online learning. My approach with this new method of study was easy, perhaps because of my young age and so I'm more used to using technology a lot, it also helped me despite the distance to be able to attend university, simply by connecting from a computer or from a smartphone. Moreover, thanks to this new university system, it gives you the opportunity to have all the lesson material available online and this is another benefit of this method of study, so that every time you do not remember something about that lesson you can safely go and review the slides loaded by the professor about it. Before I thought that online learning was

only lessons online. Now I know that behind online learning there are many applications to use to follow the online lessons such as moodle and Microsoft teams and precisely online material that you can always find on moodle, the calendar of online lessons on moodle and Microsoft teams, the various files shared by professors, and above all that they work behind many people to make everything work at its best : from student service to student assessment that helps you in case of difficulties with assessments or if you delay the insertion of your own, to professors who despite the period always do their best work. In the future I am sure I will use it to continue doing various refresher courses in my future work or to do business meetings or any other situation that requires the use of online learning. So I'm really happy to have had the opportunity to learn about this alternative method of learning, to have learned much more from it and to understand many of its characteristics.

CONCLUSION

In conclusion, I can only say that, despite the period, I am pleased to have had the opportunity to attend this university and in particular to have attended these lessons because they have helped me a lot and I am sure that in the future they will help me a lot. I'm glad I improved my knowledge of many well-known topics, which didn't really know each other. In addition to these topics that I have talked about there have been many interesting lessons, if not all of them although unfortunately I could not follow a lesson but fortunately thanks to the new way of studying I was able to study the same, thanks to the slides shared by the professor. Among other lessons there are: paraphrasing, summarising, presentation and public speaking and cv and cover letter writing. And at the last I want to say thank you to Barbara Chinyani for the passion and love that she put us in the lessons and that she passed on to all of us.

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