

Academic And Employability Skills

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Introduction

The report has been written on several employability skills. The core discussion of the report is Gibb's reflective cycle. The employability skills have been learned following the Gibb's learning approach. among the obligatory public speaking and presentation, the chosen topics are time management, referencing and CV writing. The chosen topic will be elaborated about the importance, its effectiveness for our career, feelings and weakness.

Chosen model of reflection

Gibb's reflective learning model is satisfactory because of its repetitive learning. When the learners learn the topic, he can feel its weakness and strengths and in future, the learner can set his/her own learning environment for further development. Gibb's reflective learning has six stages. These are described below-

Description: It means what is the topic is learnt, what happened, who had involved in the learning, the purposes of learning, and the outcome of the situation. Behind every learning, there are several purposes. The description stage explains about the topic. The learners and the coach or teacher's performance is elaborated here (Adeani, and Febriani, 2020).

Feelings: The learners have the experience about the learning module. At the preamble of the learning, the learners may feel disappointed about the topic. After a few days, he can understand well. The feelings of others learner also described. The feelings later assist the learner to change the learning style.

Evaluation: After learning the module, the learners feel about the effectiveness. The learner can understand its strengths and weakness. If he can achieve the objectives, it feels good for them. The strengths and weakness are also analyzed in the phase. The performance of the class teacher is also evaluated here.

Analyses: In this phase, what has done well and what hasn't done well is explored. The analyses' part finds out the problem of learning. The learner can identify its causes of weakness.

Conclusion: The final phase is the overall performance report like what has been learned, what are the strength and weaknesses. In addition to, what kinds of learning approach was good also explain in the conclusion phase.

Action plan: The last stage of the action plan for the development of weakness. The learner in the future has the opportunity to learn employability skills. The learner can feel which type of learning method is appropriate for him (Quinton, and Smallbone 2010).

Time management

Time management employability skill is required to do the job in a timely. the employer expects that the employees will give the task timely. But the time management skill is dependent on several strategies. The employability module has taught the learners how to manage time in daily life, academy and workplace (MacCann, and Fogarty, 2012). At the initial phase of discussion. I thought there hasn't anything strategy or theory of TM. Like me, other classmates didn't think so. But the tutor has cleared the topic and the model of TM.

The feelings during learning were really amazing. Most of the time, I used to complete my daily task without any schedule. I couldn't think that there has Steven Covey's self-made schedule model, Pomodoro Technique, The Pickle Jar Theory, etc. Some classmates were good at time management before the teaching. My other teammate was also astonished after learning the theory. The TM topic has assisted us to efficient use of time in our daily life. Applying the assisted Pomodoro method, we are now able to finish our study within time. Now the effectiveness of the study as well as our part-time workplace also has gotten its feedback.

The time management skill development learning has assisted me to complete the job timely. There had many problems before learning the topic. But now I can realize that I have improved myself. Now I feel stress-free finishing the task timely. But my weakness is that the chronological setting of the priority-based task often blurs to me.

The TM employability skill will be used in my workplace. Timely submitting the report, the assignment will now become easy to me. Priority-based task setting, finishing the task in all conditions, scheduling of the job in every night has assisted to get all kinds of a job done (Forbus, 2011). Thus, I have finished But I could develop the skills more efficient way through the practical way. But Covid-19 has restricted the physical appearance.

Referencing

Referencing skill is required for conducting research. The module has taught us how to conduct referencing to avoid plagiarism. Referencing is the approach of giving the sources of information in the research paper. When the research takes concepts from other articles, there needs to be acknowledgment (Neville, 2011). The whole refereeing learning discusses its importance, the s

its important, the system of different referencing style like Harvard, APA, etc. Again, the referencing style for books, articles, newspaper and online articles also has been taught. The referencing was familiar to me but the course has assisted to introduce it more comprehensively. Many classmates didnt know about referencing type and system but now they have become able to reference.

During the learning phase, I feel good because I was introduced to referencing style and systems. But my friends didn't feel well during learning because this is tough to follow the rules of referencing. Book and article referencing systems are different. Again, the APA, Harvard, MLA, Chicago, etc., are different from one to another. The student fails to absorb the full system of referencing. Though Harvard referencing is practiced in the UK, other types is also used globally. There had lack of sufficient homework about the learning. I had helped several of my friends to keep at heart in mind.

The experience of referencing is pleasure to me. It has assisted me to know the referencing style more deeply. If I have a chance of conducting any business research, it will help me to complete the job properly. My classmate who haven't any concept, have developed the referencing skill. But many of them didn't get the practical example of referencing. Several topics could give as homework that would increase the learning capacity. But the problem is that if referencing is not practiced, then it doesn't long-lasting in mind.

The lecture was not satisfactory to us. Just telling the process of referencing will not create any impact rather practicing it can be helpful for the learners. But everyone has learned the Harvard referencing system as this style is used in the UK. The students could do better if there has a chance of class discussion.

The referencing skill will help me to avoid plagiarism. Thus, referencing will bring career opportunities. In the future, the referencing skill will be developed from the VLE, your tubing and from the websites.

CV writing

This is the most useful learning from the university. A better CV can draw the attraction of the employer. But we didn't know the formal CV writing, its strategy and template making. The CV writing strategy has made us confident that we can drop the CV to any business organizations (Nelson, 2012). The learning of CV writing was given by the tutor. At first, the module has given how to make the template. Then it discusses about removing grammatical errors, CV objective writing, qualification writing, extra curriculum writing, and referencing writing. I had superficial information about CV writing but many of my friends was good at CV writing.

Among all kinds of employability skills development, CV writing was very exciting to me because a good CV bring job opportunity to me. My other classmate was also curious about learning CV writing. Writing a CV is easy but attractive CV writing is very tough. As a part of learning approach, there have supplied several CV templates. Watching the CV template, we prepared our CV. I think I have developed my CV writing skill.

The good experience of CV writing is that I have learned the writing of career opportunity and objectives. This will help to get a good job. But the negative side of the learning is that I could develop the template. The traditional MS Word is not applicable rather other kinds of software are required for the CV template development. Several classmates were extraordinary in CV development. But most of them have the average performance.

The CV writing skill will help me to get good job. In future, I will take help, my colleagues or mentors, to write the CV. There have many training institutions that develop these skills.

Public speaking and giving presentations

Presentation and public speaking are other important employability skill for graduate students (Englehart, 2004). The tutor has taught us about the strategy of public speaking like language style, gesture, movement, answering the audience and questioning the audience. The students didn't like the practical presentation because many of them are foreigners. They can speak English slowly but not Ver slowly but not very fast. There has taken 5 minutes presentation for every student after the development of the presentation and public speaking.

My feeling about public speaking is not good because I try to avoid people because of language inefficiency. Again, taking with people standing in a stage is really tough. Again, delivering a speech related to a certain topic is another challenge. If the audience asks question, the situation becomes worst. Several classmates have done well in public speaking. Again, some of them have the worst experience. I tremble every time getting fear if I stand on the stage.

This is satisfactory to me that I have developed a minimum public speaking and presentation skill. Actually, presentation skill develops from a long practice. If someone has the language proficiency and information, they can perform well on the stage. I haven't done well in speaking but I had information. My movement was not satisfactory to me. My classmates have assisted me to presentation and public speaking. Now I have learned a little from the presentation. This could help me in the future.

The presentation and public skill development didn't satisfy me. The process of learning and practicing is insufficient as well as scattered. The practice of presentation should practice every weak in the classroom. It doesn't matter what the students are saying rather movement and gesture should be developed. The students will remove the nervousness.

Presentation skill development is a lengthy process. There needs a long practice. I will develop my skills through practice. The debate club can be a source of presentation and public speaking development. Mentors and following YouTube can improve the skill.

Conclusion

The practical portfolio report has assisted me to write the personal assessment and reflective writing. There have discussed four employability skills applying Gibb's reflective writing. At the initial stage, this is tough to know the topic. Except, referencing, I have a problem in time management, public speaking and CV writing. After finishing the learning, I have found a weakness. Several action plans will be taken in the next stage for improving the weakness.

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