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Module: Academic and Employment Skills

Module Lecturer: Timothy Hopkins

INTRODUCTION

The art of reflection is a very important activity. It helps a student to develop his/her skills and review his effectiveness rather than just continuing doing things the same old way.

Reflection involves questioning yourself in a positive way the things you do and why you do them. You then see if there is a better way of doing those things.

Gibbs' Reflective Cycle

Graham Gibbs in 1988 develop his model to give structure to learning from experiences. His cycle uses headings to generate thought processes. These headings are description, feelings, evaluation, Analysis, conclusion and action plan.



<http://www.northallertonvts.org.uk/eportfolio/reflection>

In the following report I am going to use Gibbs reflective cycle to reflect on four topics I studied in this module. The topics are time management, academic writing, public speaking and CV Writing.

TIME MANAGEMENT

According to Crutsinger,C.(1994) time management involves setting goals, prioritizing the goals, taking decisions on the amount of time to spend on specific tasks, making adjustments to plans, revisiting goals and priorities and observing results.

Description

As a result on enrolling on this university I had to take a decision to manage my time effectively to enable me look after my kids as a mother, continue to work as an employee and also have enough time to study and do my assignments as a student.

Feelings

I had mixed feelings because I wanted to have enough time with my kids and husband but also be able to work and study as well. I was initially feeling overwhelmed and though I might not be able to do it.

Evaluation

After thinking rationally I was able to come up with a way of managing my time well to enable me fulfil the three roles effectively. with a solution. By initially worrying and being emotional about it, I could not come up with a solution. As soon as I became rational I found a solution.

Analysis

By studying time management as part of this module, I gained the necessary knowledge and skills about the subject.

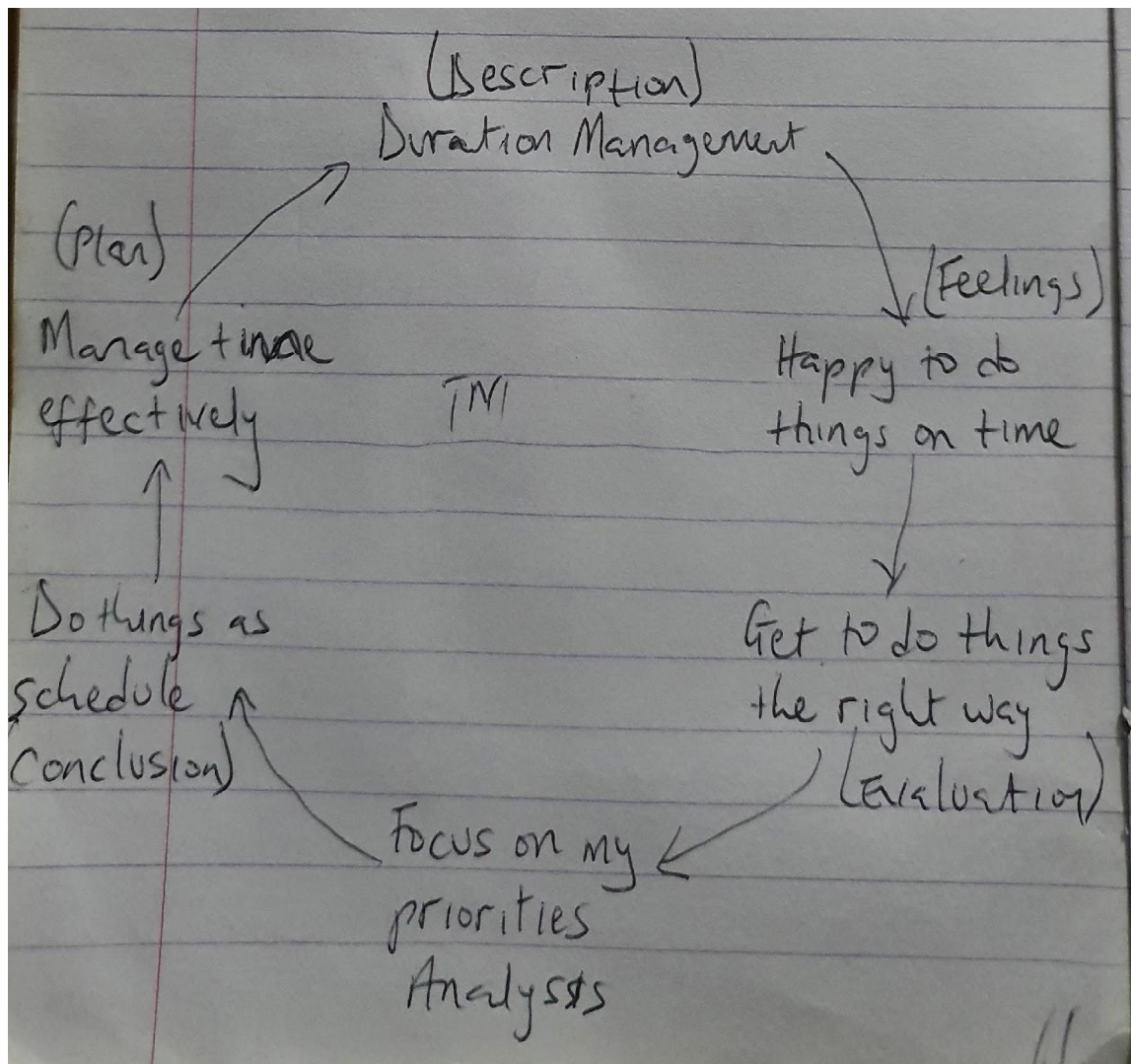
I realised that by thinking rationally I came up with a solution. By being emotional about it, I could not think straight to enable me come up. So any time I am faced with a difficult choices, I have to think rationally and objectively and I would be able to find a solution.

Conclusion

I have learnt that in order come up with solutions, I have to think rationally and objectively instead of being emotional about things.

Action Plan

I am going to set priorities to enable me manage my time effectively.



Academic Writing

As a student we are required to write essays and desertation as part of our course work. We are to make use of academic writing in the process.

Academic writing is a form of writing that has a formal tone and style, uses third party person instaed of first person. It also has to be clear and focused on what I am writing on.

Description

Having been out of school for a very long time I was suddenly confronted with the idea of having to use academic writing to write my essays.

Feelings

I felt totally overwhelmed. I felt inadequate and also felt fearful wondering whether I was going to be able to do it.

Evaluation

Entertaining fear initially crippled me which was negative.

I used the fear in a positive way to motivate me to learn the academic writing skill. I paid attention in class when the topic was being treated and asked a lot of questions and ask for help.

Analysis

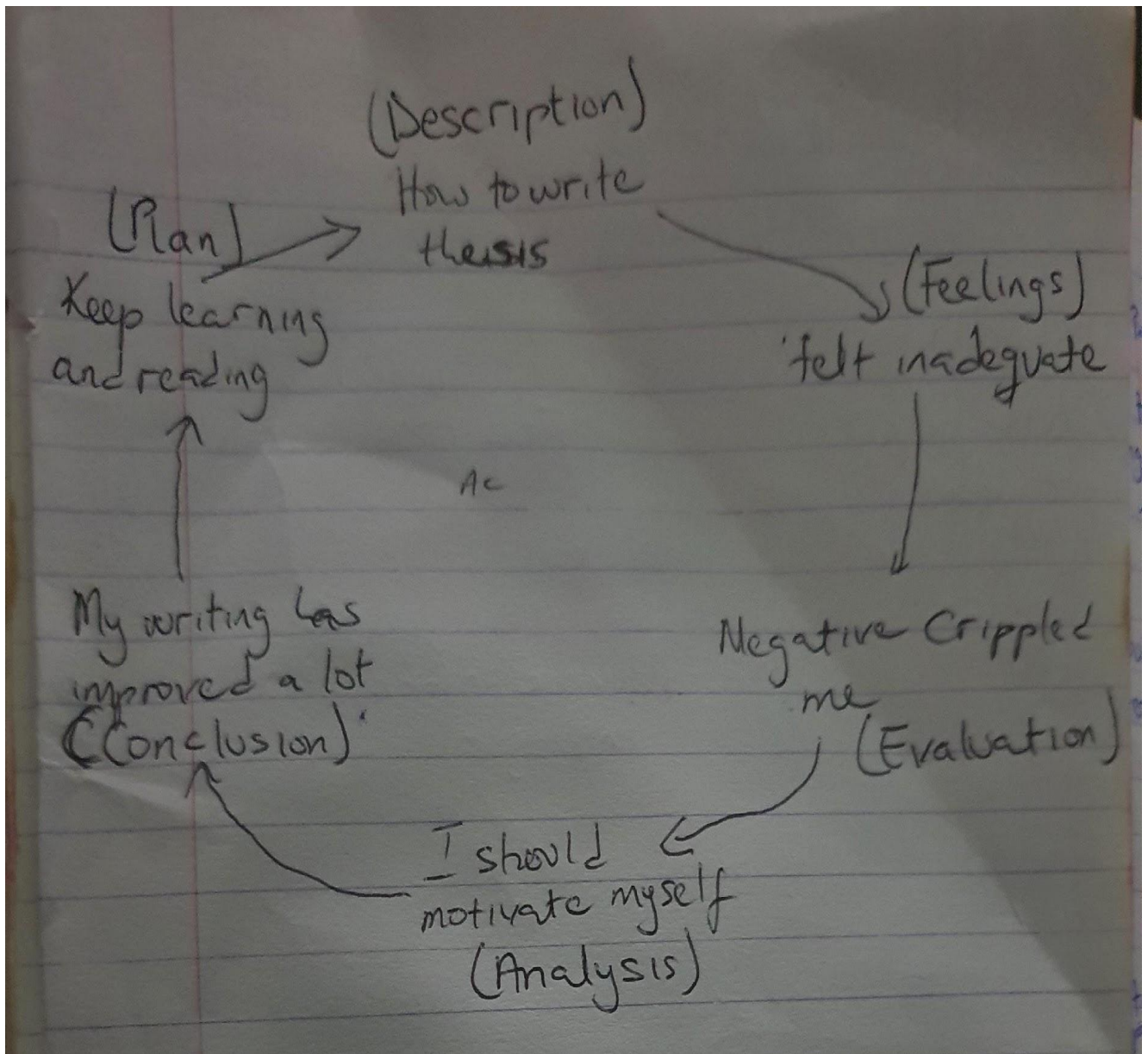
I realised that when faced with a new challenge it is normal to initially be crippled with fear. I should however use the fear as a motivation to do what I was afraid of.

Conclusion

As a result of taking action I am now making progress with my academic writing skills

Action plan

I am going to put into practice whatever I have learnt with regards to academic writing.



Public speaking

Public speaking is about speaking to a group of people in a structured, intentional way in order to inform, influence or entertain an audience.

Description

I had to stand in front of my church congregation to express my appreciation and thanks for a kind act they had offered me

Feelings

I was feeling very nervous because I wasn't used to standing in front of a large congregation to speak.

Evaluation

The negative aspect was that I allowed myself to be crippled by fear which nearly prevented me from giving the speech.

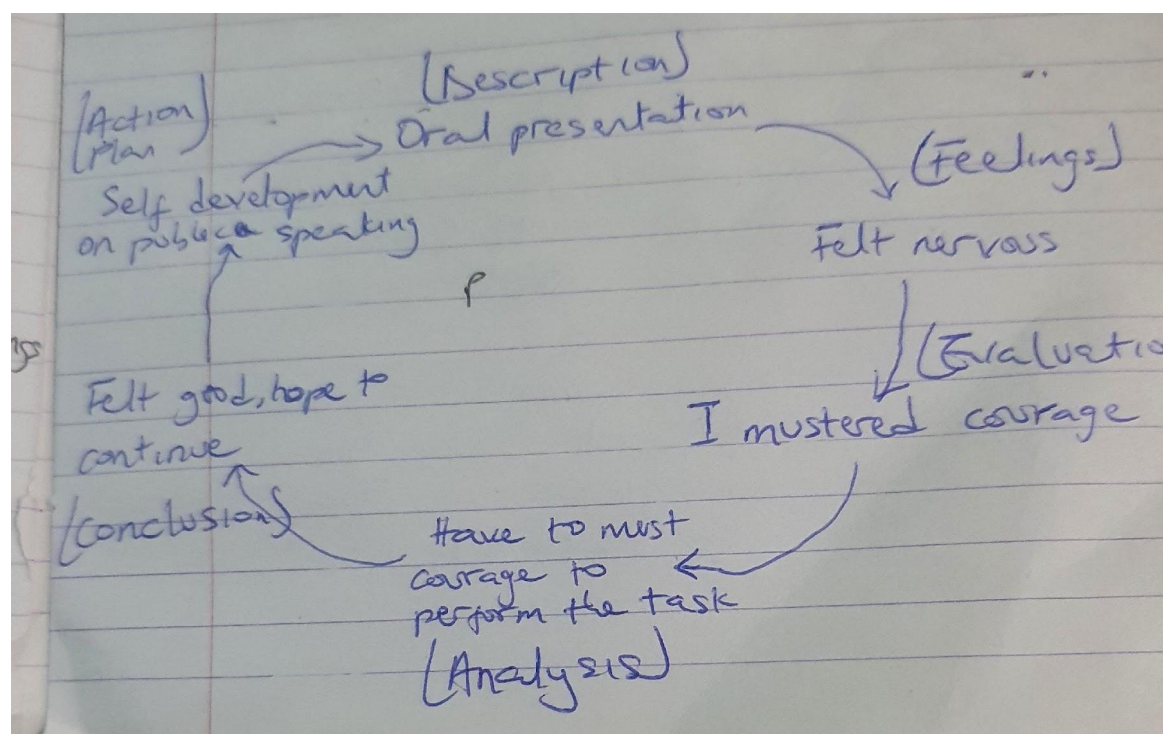
The good aspect was that I mustered enough courage to go through with it and was applauded by the whole church for my nice speech.

Analysis

I realised that anytime I was faced with similar situation, I should muster courage to perform the task.

Conclusion

After speaking I felt really good about myself and hope to continue to take risks



CV WRITING

A curriculum vitae is the listing of all of the achievements in your career. This includes education, research, work experience, publications, presentations, and anything else you've done in your professional life. Think of a CV as a complete account of everything that qualifies you.

There are five essential elements to include in your CV. Your name and contact details, a personal statement, work experience, education and qualifications and key skills.

Essential elements to include in your CV

1. Your **name and contact details** should be written clearly at the top of your CV. Include your name, phone number and email

address so employers can easily contact you.

2. Your **personal statement** should be at the beginning of your CV and must outline who you are, your unique selling points, why you are suited to the role and your career goals. Try keeping it around 200 words and include keywords taken from the job description.
3. Third on the list is your **work experience**. Make sure to put your most recent job first. In this section, include your full job title, your start date and finish date and a brief summary of your responsibilities and achievements. The best way to format this section is to use bullet points.
4. List your **education and qualifications** in reverse chronological order, this means putting your most recent first. Include the course or qualification name, the school or university you attended and your grades.

Finally, list the **key skills**. This section is a vital part of the CV. There are two main types of skills, soft and hard skills. The key skills section should mainly focus on the hard skills, but its good to add the soft skills throughout your CV.

Description

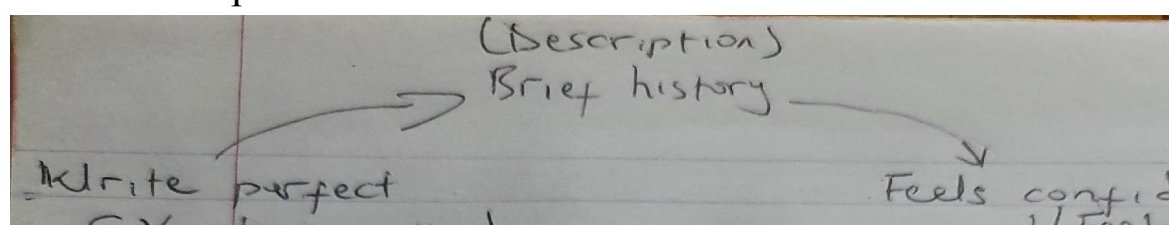
Curriculum vitae(CV) is the personal introduction to whom it may be concerned.

Feelings

Properly written CV makes the recipient reading understand and get to know the writer or applicant.

Evaluation

CV helps in introducing one self, skills, experience and qualifications an entity in a short written piece.



Analysis

It put fair knowledge and gives detailed information to whomever reading it.

Conclusion

With CV one gets to know a person before they get to meet or approach each other.

Example of a CV.

Justina Adrinkra Kuffour

Flat 2 Worthington House

84 Tulsa Hill

London SW2 2PL

Email:justinakuffour88@gmail.com

Tel:07954651954/02033058133

D.O.B. 04/11/88

PROFILE

I have ten years working experience in the cleaning industry working for corporate clients.

I am a hardworking and multi-skilled individual who can work well independently and as part of a team. I am creative, reliable, have a good eye for detail and always strive to perform to the highest standards. I am punctual and have a strong belief in my capabilities and very confident in dealing with all kinds of people and situations. I am also friendly to those I meet always treating people as individuals. I am a quick learner who is able to learn new skills and adapt to any situation and suggestions.

EDUCATION AND QUALIFICATIONS

- 2007-2009 Foundation NVQ in Health and Social Care, First Medicare Ltd
- 2002-2005 Adebie Secondary School (Ghana), 8 WASSCE (including Maths and English) – Equivalent of GCSE
- 1993-2002 Bomso Primary and Junior Secondary School (GHANA)

EMPLOYMENT

August 2018 – Present: Atlas Cleaning Ltd

- Ensuring that ten kitchens in Jefferies International Ltd are clean and tidy and ready for use in the morning. This includes ensuring that plates, cups and cutlery are dishwasher clean and nicely packed into the kitchen cupboards.

2017 2018 – Noonan Services Group (UK) Ltd

- General janitorial duties

2008-2016 – Cheshunt Group Ltd

Worked as a kitchen assistant at Jefferies International Ltd ensuring that the floors were tidy, office cleaning and cleaning pots, pans, plates, glasses and cutlery

INTERESTS AND HOBBIES

I enjoy singing in the choir. In my spare time I like travelling and listening to music

REFERENCES: Available upon request

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