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**COURSE: ACADEMIC AND
EMPLOYABILITY SKILLS**

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INTRODUCTION

Academic and Employability skills (Academic report)

Following this period of studying and comprehending Academic and Employability Skills, I would want to write a report on the themes that have left me the most surprised.

Many of the themes are quite relevant, and I will be able to apply them in real life and throughout my future work experience.

- **Organizing the research information**
- **Paraphrasing**
- **Time management**
- **Summarizing**

These are all important aspects of academic writing.

We can also find:

- **Referencing**
- **Reflecting**
- **Writing a CV/ covering letter**

Reflection is the ideal strategy to utilize while writing a report. Using a reflective method can help you understand what you're attempting to say better, make it simpler to describe it, and make it easier to implement case by case.

I'm going to use the Gibb's Reflective Cycle for my report. I believe that by using this strategy, I will be able to present my knowledge clearly and easily.

GIBB'S REFLECTIVE METHOD

Gibb's Cycle is one of the most difficult reflective methods, yet it is also the most comprehensive in every way. It is composed of six phases:

1. Description

- Where I discuss, in this example, the subjects I picked for my course.

2. Feelings

- Where I will discuss what knowledge and information I gained from a subject, as well as what made me think about it and how I felt about it.

3. Evaluation

- Whereas, after obtaining the information, I would reflect on it, focusing on various elements of it before reaching a decision.

4. Analysis

- Where I will critically assess the information received

5. Conclusion

- Whereas, with all of the material gathered, after studying and assessing it, I will reach a moment of completion when I will make a conclusion summing everything learned so far.

6. Action Plan

- The action plan It is, in my opinion, the most crucial. It will be the point at which I will take all I have learned/talked about and consider the next steps to be done.

Why use the Gibb's cycle?

I'll utilize it since it's the most difficult but also the most beneficial way of thinking. It will go into greater depth for every part of my Report, making it easier to understand for everyone.

MY TOPICS

In this area, I will try to provide you with additional information about things that are important to my future and that I believe will be most relevant when discussing my future profession.

The topics are:

- Studying time management
- Reflection
- Organizing Study
- Personal reflection on individual presentation

I'll go over each one in depth in the next pages, following the Gibb's Reflection method.

Before I begin, I'd want to emphasize the significance of these themes in my future job and lifestyle.

I'm studying to be a graphic designer, and the bulk of the topics involve material that will be useful to me and my career in this field. Time management is one of the most essential areas of everyone's life, and it may be critical at different times. For example, meeting a deadline might be tough if you don't have strong time management skills.

TIME MANAGEMENT

Description: I've always struggled with time management. It's a powerful and practical skill in the workplace. Most employers will take punctuality, time management and how you work with as critical for making a good first impression and achieving a proper outcome. During my study on this skill, I learnt how vital it is, how to split my duties according to significance, how much time to give them, and most importantly, how to avoid wasting time.

Feelings: My thoughts on time management are strongly centred on the significance of this issue in everyone's life. I'd like to study it because of how important it is and how much simpler it can make your life. One of my favourite topics was time management, which I thoroughly loved.

Evaluation: One important aspect learned was understanding different Time management strategies

These are:

1. Get a clear head to start your day
2. Prioritize tasks
3. Cut out interruptions
4. Don't procrastinate
5. Calm down with multitasking

When my schedule was getting out of hand, I started adopting these tactics. I recommend focusing on task organisation. Most of the time, we don't do this and end up wasting too much time on activities that aren't as vital as others for that day/month.

Hosbeg Website (Article: 5 Time Management Strategies To Live By) : [5 Time Management Strategies To Live By \(hosbeg.com\)](https://www.hosbeg.com/5-Time-Management-Strategies-To-Live-By/)

Another method is the “**Eat the frog method**”

The frog method is a methodology based on a quotation by ever-wise Mark Twain, rather than a precise advice. “if it's your duty to eat a frog, do

it first thing in the morning”, he said. In the field of job management, this means handling the most essential or important activities first, then moving to the less important or time-sensitive duties.

TIME MANAGEMENT 2

Analysis: The time management tactics and "bite the frog" method were quite effective in improving my time management. I was able to manage everything by using tactics such as making a to-do list and prioritizing chores, and it was beneficial to know what I needed to accomplish and when.

The "eat the frog approach" was in the same work direction as the prioritizing tasks method, so it worked well; when I started using it, my schedule got lighter because the most difficult part of my day was completed at the start.

Conclusion/Action plan: In conclusion, my time management skills increased far more than I anticipated. I was sceptical at first, especially of the "eat the frog approach," which is why I wasn't performing the toughest duty first thing in the morning, and I believe it would have improved my time management from the start if I had done so.

ASANA website (Article: *Adopt a task prioritization method to organize your work to-do list*)
2022 Asana inc.

: [How To Prioritize Tasks and Manage Time at Work • Asana](#)

REFLECTION

Description: Reflecting on it, I realised that another aspect of my understanding had vastly improved. I recall how tough it was for me to get to a starting point, a midway point, or even a conclusion when I was composing paragraphs or even constructing a portfolio in college for my photography course. I genuinely had no idea what I was doing; I was writing without a plan, and it was having a negative influence on my work.

Feeling: This course had a significant favourable influence on my writing ability as well as my thoughts while developing and accomplishing the problem. I appreciated learning about the many strategies of reflection and realising that there is always a need for a logical strategy to follow and apply in my work, whether in school or in real life.

Evaluation: The most important part of reflection is to understand the different types of reflection. There are so many of them, that can be useful in different situations, with different level of complexity and understanding

1. ERA cycle
 - Experience
 - Reflection
 - Action

2. Driscoll's what model
 - What?
 - So what?
 - Now what?

3. Kolb's Experimental learning cycle
 - Concrete experience
 - Reflective observation
 - Abstract Conceptualization
 - Active Experimentation

REFLECTION 2

Evaluation: I realised that there are numerous advantages and disadvantages to employing these various approaches, and that each method must be employed in different scenarios based on the task's requirements.

Analysis: Trying different methods in different situations and understanding which one is appropriate where was a really difficult task for me, especially because I had never used this type of thinking before, so when I first started using them, I was only using the easiest way to do it, which was answering directly the question made by each different cycle without thinking if that was the right method for the task I was doing.

Conclusion: To summarize, the most challenging aspect of grasping this material was learning how to apply the various approaches and thinking without answering the questions sequentially yet logically. I still need to work on this area since I find it challenging to incorporate the answers into my writing without being overly methodical.

Action plan: I utilised the GIBBS cycle for this report since it is the most comprehensive when discussing the facts provided. I attempted to implement and answer every question directly or indirectly via my writing; it can be difficult, but I believe I did a decent job of applying it.

University of Cambridge website (*Study skills, models of reflection*) Libraries:

<https://libguides.cam.ac.uk/reflectivepracticetoolkit/models>

ORGANIZING STUDY

Description: Organizing study time might be the most difficult ability to master, particularly for students, but it is also the most crucial and successful when talking about my course. I like using this skill in a specific way, and I do it even virtually and in the real life also, not just during the lessons at university, but also when I'm working and performing routine activities. Every day, everyone learns something new but for me that wasn't enough, organizing what I was studying and understand how to use it was a really difficult task for me.

Feeling: I was first suspicious of this issue since I wasn't clear why I should arrange my studies and, more importantly, how to do it. I had some basic information about this issue and could give you certain practical chores to carry out during your study sessions, but this course helped me understand how everything works even better.

Evaluation: Throughout the course, I learned that there are several strategies for better and more organized learning, and that structuring studies entails dividing the work into three sections

a. Understanding

- For me personally, almost half of my "study time" was occupied by understanding what I was studying, comprehending the material.

I really don't enjoy just memorizing the information without understanding it first.

b. Learning

- The learning stage is where I try to get as much information I can and attempting to memorize the most crucial parts of it.

c. Revising

- The revising section is where I spend the least amount of time but is crucial for me because without revising the information gets lost in time and everything done until there it was useless.

ORGANIZING STUDY 2

Evaluation: There are several ways for organizing studies that may differ from person to person, but they should be remembered since they are quite beneficial.

Analysis: This is how I organize my studies now after understanding the importance of organizing everything when studying:

1. I make a study schedule. Making a study schedule helps me stretch out my revision throughout the weeks leading up to my examinations and divide my time across subjects more efficiently.
2. Prioritizing activities is crucial since I don't want to waste valuable study time on irrelevant aspects of the subject.
3. Set time limitations it's a really efficient way to prevent overstressing myself and trying to stay focused on the time I study it's really helpful as well.

Conclusion: In conclusion, I can state that I was able to execute a good study organization, but not good enough; I could have used alternative approaches and tried different study and revision tactics.

Edu.AU website: (*How to organize your study sessions*) 2020 Deakin University:

<https://this.deakin.edu.au/study/how-to-organise-your-study-sessions>

CONCLUSION

Finally, the majority of the subjects covered in this course will be incredibly beneficial in my future career and everyday life. I've learnt a lot about how to organize and care for my life, shifting my attention from pointless activities to the most important ones, and my time management has improved drastically, which is great for me. Although they are all vital, I believe there three topics are the most important, especially for a student like me.

REFERENCE LIST

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Reflection Methods Practical Guide and Facilitators Authors Remke Gordjin, Natalia Ernstman, Jan Helder, Herman Brouwer (January 2018) : <https://edepot.wur.nl/439461>

Hosbeg Website (Article: *5 Time Management Strategies To Live By*) : [5 Time Management Strategies To Live By \(hosbeg.com\)](https://hosbeg.com/5-Time-Management-Strategies-To-Live-By)

Mister Simplify YouTube channel (*Gibbs' Reflective Model with an Example - Simplest Explanation Ever*) Jul 25, 2020 : [Gibbs' Reflective Model with an Example - Simplest Explanation Ever - YouTube](https://www.youtube.com/watch?v=...)

Consuunt website(*Gibbs' Reflective Cycle*) 2022: <https://www.consuunt.com/gibbs-reflective-cycle/>

THANK YOU!