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Assignment 2

Academic and Employability Skills
LCHS4001
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Contexts:

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2. Time Management
3. Referencing
4. Organising study
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Introduction:

In this report I will be looking back at my experience with this module and I will be looking and talking about what I have learnt within this module, I will be looking at how I have applied each topic to my everyday life in both an educational aspect and a work place aspect and I will also be explaining if I would use any of these skills outside of my course again and why. Within this report I will also be touching on where all of this skill came from, I will be looking at their origin and the study behind why some people find some of these methods effective. The topics I will be reflecting are time management, reflection, organising study, public speaking, and presentation. Some of these topics stood out to me and even helped me make a difference in my everyday life both educational and at work. The first topic is time management.

Time Management:

In this module we learned about time management. To me time management was simply knowing how to manage your time and being organized and that's all I thought it was, but since being in this module and exploring time management I have learned that time management is more than just being organised and on time. Time management is being able to manage my time more efficiently and effectively allowing me to have a full productive day without feeling like I have done a million and one things. In order to understand this, we looked at few methods that worked for us but in the end, there was two popular methods that most people use to get work done. The first thing we looked at was Eisenhower's matrix. When I first heard about it, I had never heard about it and how it would help me manage my time. However, once it was explained and broken down to me, I then realized it was a way to organize my time from most important to the least important that way I don't prioritize thing that will waste my time and make me feel like I have done allot when I haven't.

Eisenhower's matrix is a method to help you sort out task by importance and urgency. After trying out this method I didn't think it was the best for me but in my opinion, I do think that in a business world this would work for an individual that has a lot of deadlines close to each other. The other method we looked at was how to set SMART goals. SMART goals stand for Specific, Measurable, Achievable, Relevant and Time-related. When it came it to smart goals, I felt like I could use this more in my day-to-day life and actually benefit and achieve my set goal.

Referencing:

In my opinion within all the skills that I will and have been talking about in this essay I believe that referencing is the most important skill that anyone can learn and have. Referencing according to the Oxford dictionary means the action of mentioning or

alluding to something, the use of a source of information in order to ascertain something, referencing is being able to draw information from a source material that isn't yours and give credit back to where you had obtain that information to show that the info obtain was taken from material that has already been done, this is important because it shows that the info obtain isn't yours rather it's from a source that has been around for a long period of time, this gives credit to the individual that had originally written the source, this is important to do especially academically to avoid plagiarism and avoid passing off someone else's work as your own. This also helps to make clear which ideas are your very own and are directly coming from your own knowledge or understanding of something and which ideas are someone else's. It also helps to give supporting evidence for your ideas, arguments, and opinions on wherever you are researching. Prior to me knowing about referencing I thought that I could just copy and paste info that wasn't mine and just reward it without having to reference because as long as it was worded differently and in my own way that it wouldn't be a problem but evidently this would cost me marks because plagiarism gets picked up regardless of how much I reword something, me referencing has improved my academic scoring and shows that I can extract information from any source material while giving the proper credit to where it came from informing the markers that I used the source as a supporting statement. I would use referencing again because it helps with me not losing any marks and distinguishes my own ideas and sources that are not my own but used to back up my points

Organising Study's:

Another skill I will be talking about it organising study, now this module was very important for me as I am currently studding and as a student, I would like to educate myself on how to study more efficiently and effectively and the main way I can start is by organising my study's that includes in class studying, individual studying and meeting deadlines on time. Now being organised isn't just good for studying it Is a very important skill to have on the outside world, this is because being organised helps you stay on top of your day it also helps you to be more productive. As a student you have a lot to do some students also have jobs outside of studying and some have other priorities, however as a student you get a lot of assignments to complete and they often come with a dead line sometimes you will have work that are due in at the same time, now if you're not organised then you will struggle and it will get to over whelming and become too much for you to handle. This is why being organised is important. Before learning about this subject on this module I consider myself to be quite organised when it came to my studies as in the past I also work whilst being in school and I have been doing this for a while, so I was aware of the importance of making sure that I had enough time for my work as well as myself and for my schoolwork. However as much as I can say that I was organised I did still have room to learn a new way to be organised and I was very much open to the idea of trying out a new method and one of the ways that I could help myself be more organised was by

making a to do list. Now a to do list is a visual list of tasks and activities that you need to complete and do, it can be presented in many different ways for example you can make it a list, a table or even have it as a calendar. What worked for me was having it laid out as a table as this was much clearer for me to see when I had time for things, and it also showed me when I was supposed to spend time at work and on study. At first this was really helpful it was clear easy to read, and it was very simple, however for a person like me who has loads of different events that tend come up last minute it was hard for me to stay on track and actually follow me to do list but apart from that when I did follow it through it did help me to be much more organised than before because I had a structure to follow for my week and I knew that if I did follow it I would have done everything I needed to do and still had time for myself and other activities.

Public Speaking and giving Presentation:

I have learned many different skills during this academic term and the one that I found the most useful was giving presentation/speaking publicly. In the begging of this course and module I was very shy and could never speak publicly let alone give a presentation, however I had to learn as this is a very important skill that I need especially in the health and social care sector as I will have to speak Infront of a team and if I cannot even speak in front of a small class who's to say I will be able to give a presentation or speak in front of my fellow colleges/ employers. Luckily for me on this course I had two assignments where I had to give a presentation one individual and one group presentation but I had to present my own work individually, when I first learned that I would be doing presentation I was very scared and didn't think I could do it as it was the first time learning or doing anything that resembles presenting or speaking publicly. However, after being thought, I realised that presentations and speaking publicly was not as hard as I thought it was its all about knowing what you are talking about, speaking and engaging with the audience making sure that when your presenting you are not reading of the presentation/ PowerPoint slide. Another important skill that you need to have when doing presentations is making sure the presentation alone is not cram packed with a lot of information and that it is just simple sentences/bullet points that you can expand otherwise what will start happening is that the audience will just end up reading the presentation other than listening to you and you don't want that. All in all, I feel like after doing two presentation in class it really helped boost my confidence and ability to speak to a large crowd I still have a lot of work to do but practice makes perfect.

Conclusion:

In conclusion, to briefly summarise what I have said in this essay there are a lot of skills that I feel like everyone needs to learn such as time management, public speaking, being organised and loads more which can be learnt in so many ways both

during academically and during employment, that are very important in an individual's life. You may not get the hang of it straight away but with practice it will become a valuable asset and life skill that you can make a habit that will take you far. In this essay I touched on how each skill and module both helped and didn't help me progress academically and in a working environment I also explained how I used each one of these skills or practiced it and explained why it would and wouldn't work for me some of the reasons were personal and somewhere simply because within the career path that I want and will be taking I won't always use them, but this does not mean that it is not a useful skill to have but some of these skill are more useful for other people.

Reference Page:

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