

Reflection Report

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Table of Contents

Introduction	2
Time management Skills	2
Standardization of Evaluation	2
Examining My Efficiency with Time	3
Paraphrasing	3
CV Writing	4
Guideposts for coaches	5
Advantages of Having a Mentor	5
Public Speaking and Presentation Skills	6
Conclusion	7
References	8

Belbin Team Role Model

- ▶ According to Belbin, one may become a more effective team player by learning to play to one's strengths and counteracting one's limitations within the context of a given team.
- ▶ The Belbin model is widely used by team leaders and professionals in the field of team development to create more harmonious workplace groups.
- ▶ The model may be used to ensure that everyone in the team is doing their part and that any behavioral conflicts or weaknesses among the group are resolved (Rahmani et al. 2021).
- ▶ A recent study found that teams in which certain jobs were overrepresented performed worse than those in which there was a more even distribution of positions.



Role	Strengths	Weaknesses
Team Worker	Creates a positive team spirit, encourages others to contribute, and ensures that the team is working effectively.	May be too concerned with harmony and avoid conflict.
Implementer	Turns ideas into action, develops practical plans, and ensures that the team is on track.	May be too focused on the details and miss the big picture.
Monitor-Evaluator	Provides a critical perspective, identifies potential problems, and ensures that the team is making progress.	May be too negative and discourage others.
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Thought-Oriented Team Roles

- ▶ Members of a thought-oriented team are capable of critical thinking.
- ▶ They could provide novel concepts or a fresh point of view, evaluate concepts by evaluating the benefits and drawbacks of various approaches, or have specific expertise or abilities.



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The Monitor Evaluator

Monitor Evaluators are trained to make conclusions not based on their feelings or their gut impulses, but on the evidence and logic presented to them.

They are often solemn people who are very skilled at both critical thinking and strategic planning.

Monitor Evaluators will carefully analyse all aspects and options in order to come up with a creative solution to any problems that may arise throughout the course of a project.

These people often like to keep to themselves and avoid becoming involved in the personal affairs of their colleagues, which is one factor that adds to their objectivity (Gohary et al. 2019).

Monitor Evaluators are at their most effective when faced with issues that call for highly developed analytic skills and shrewd problem-solving abilities. These people often occupy administrative roles as a result of their capacity to make judgments that are both consistent and successful.



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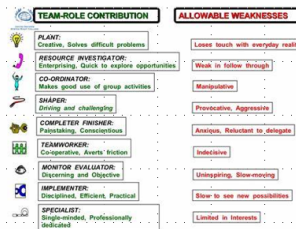
Action-oriented team roles

- ▶ Members of a team that are action oriented work hard to get things done.
- ▶ You can rely on them to finish a job, make a deadline, and perceive a difficulty as an exciting opportunity.
- ▶ They look at everything as an adventure.

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The Shaper

- ▶ Extroverts with a tendency to push others and themselves to attain goals are known as shapers.
- ▶ They are vibrant, ambitious people who can energise and ignite the enthusiasm of team members.
- ▶ Shapers are resilient and seem to thrive under pressure despite any difficulties that may come their way.
- ▶ They appreciate defying convention to develop original objectives and tactics.
- ▶ Having one shaper is often essential to the team's ability to complete its task. Shapers advance swiftly inside companies because they are natural leaders who often produce outcomes.
- ▶ They make the best managers because they take immediate action in times of need and promote change.



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People-oriented team roles

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The Coordinator

Coordinators are responsible people with strong interpersonal and communication abilities.

Although they often hold managerial roles, their management approaches vary greatly from those of Shapers.

Coordinators favor a more democratic management style that includes open communication, in contrast to Shapers who like to give orders.

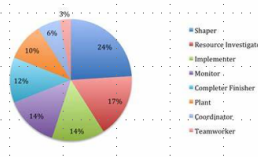
Coordinators often concentrate on assisting team members in achieving their own goals rather than on the accomplishment of the organization's goals.

They are often skilled at spotting talent in a team and using it to further the goals of the group. Coordinators are often composed, dependable people who are skilled at assigning tasks.

To make sure that the team makes the most use of each member's abilities, coordinators are required (Garcia et al. 20210).

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Belbin Team Roles



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Introduction

Writing reflectively is an analytical activity in which the writer recounts a real or imagined scene, event, interaction, fleeting idea, or memory and then adds a personal perspective on what they believe the scene, event, interaction, or memory means to them.

In this paper, I have done reflection writing on four topics which are: Time Management skills, Paraphrasing, CV Writing and Public Speaking and Presentation Skills.

Time management Skills

Proactive people have mastered the art of time management, which has proven to be an invaluable tool for getting things done and avoiding the stress that comes with putting things off.

Being able to break down, categorise and prioritise daily tasks is essential for efficient time management. I work hard to keep a schedule, but I lack the essential elements of good planning (Farokhzadian et al, 2020). The ability to manage one's time means being able to put one's many responsibilities and desires into one's daily, weekly, monthly, as well as yearly schedule.

Standardization of Evaluation

It is important to plan for varying time frames to manage time effectively. Long-term, intermediate, and short-term objectives should be considered when formulating a plan of action. Adaptability to new circumstances is a hallmark of effective time management, as is the ability to move quickly from planning to doing. Plus, there's breathing room to deal with the unexpected and plenty of time for both task and play. The researcher argues that every aspect of one's life, including one's spare time, should be strategically planned. Simply put, good time management entails mapping out the many small and large actions that will bring one closer to their life's ultimate goal.

Examining My Efficiency with Time

My inability to plan effectively has left me with relatively poor time management skills. My mom and dad, teachers, and administrators set my schedule for the better part of my life. The transition to college life was a whirlwind of new responsibilities and pressures, including meal preparation, laundry, budgeting, time management, and academic responsibilities. Although I frequently make plans for the next week or month, they have never been connected to a larger picture. While I never go without a daily schedule, I rarely plan out my weeks.

There is always time for both work and play in my schedule, and I have no trouble turning plans into actual progress. However, I am not flexible enough in my planning, and I often fail to account for the possibility of surprises. For the current essay, for instance, I began working three hours before bedtime because I typically go out to sleep at approximately 11 p.m. However, I was unprepared to have to cite a scientific paper in my work (Farokhzadian et al, 2020). Because of this, I have to stay up late, which will prevent me from getting enough sleep the next day,

which will make my plans useless. In a nutshell, my inability to account for the unforeseeable has made me a poor time manager.

Another weakness of mine is procrastination, which gets in the way of me keeping track of how much time I spend on the most important task at hand. Procrastination is defined as "voluntarily delaying a planned course of action usually expect to be harmed for the delay" by Häfner, Obverts. Sixty per cent of students exhibit this issue; therefore, I should employ reliable preventative measures to hone my time-management abilities. Students frequently engage in procrastination, but this habit should be avoided by any means necessary.

Paraphrasing

To paraphrase effectively, I rely on several techniques that play to my strengths. Reading the source material multiple times helps me grasp the information's central themes and focus my paraphrasing efforts. I make notes on the overall context, look up the definitions of any unfamiliar words, and then rewrite the sentences in my own words, becoming cautious to keep the original idea intact while giving it a fresh spin. After rewriting as well as paraphrasing, I compare the source sentences to the revised text to ensure that I have accurately captured the author's intended meaning. After paraphrasing someone else's work, I always make sure to reference them properly. My paraphrasing is weak because I tend to use flowery language and shun quotations. Direct quotation is one aspect of my paraphrasing that needs work (West et al, 2020). Because it's not one of my writing strengths, I usually avoid quoting directly from sources. I'm trying to get better at using quotation marks and paraphrasing in my writing.

Before starting at Walden, I had a very erratic writing style, often switching from the passive voice to the active, and I frequently failed to develop a single idea throughout an entire piece. In other words, I lacked a coherent structure that would have helped the reader move smoothly from one idea to the next. The development of a topic sentence has always been a challenge for me. Here are a few common phrases I use when writing to signal the passage of time. Therefore and consequently, as well as additional and further, are two of the most common cause-and-effect connectives in my writing. To keep from overusing and, I often use "as well as" to make internal

transitions within sentences. No idea if that's the right wording or if there's a better way to put it. In this week's readings, you'll find several suggestions for approaches to take. One exerts effort to craft a topic sentence that is both specific and informative for the reader, allowing them to grasp the paper's overall point.

CV Writing

Commonly referred to as a "CV," curriculum vitae is a type of resume. A curriculum vitae (CV) is a promotional document that highlights your qualifications, experience, and prior work. A curriculum vitae (CV) is a one- or two-page document used to introduce a candidate's qualifications and experience to a potential employer. The personality of an applicant is presented to others in large part through their CV. An attractive, well-organized, and brief resume can pave the way to a successful career. Making a good impression on a potential employer is the first step. A resume or CV is the first step in getting hired by a company. A curriculum vitae (CV) is a necessary part of any job application process, as it serves as the first impression you'll make on a potential employer (Ratminingsih et al, 2018). In English-speaking countries such as the United States as well as Canada, a curriculum vitae (CV) is a document that details an individual's extensive professional history, including past jobs, educational accomplishments, and credentials. The header, private details, contact information, career objectives, goal as well as accomplishments, development and skills, specialized training, and other useful facts should all be listed in a logical order in the CV.

Guideposts for coaches

There are seven pillars of coaching and mentoring. There are a lot of moving parts, including determining what kind of process is required, gathering evidence in support of that need, establishing goals, developing a strategy for reaching those goals, exploring potential avenues, receiving feedback, and determining the best way to deal with any problems that arise. This methodical strategy suggests a perfect answer to specific issues. Aspirations and objectives can be found in the GROW (Goal, Reality, Opportunity, and Will) framework. Self-control and a focus on the result are two key ingredients in success. As a final act of mentoring, you should

inspire your mentee to take action. A key part of any mentoring programme is the time spent time to get to know one another and exchange stories between the mentor and mentee.

Advantages of Having a Mentor

One's curriculum vitae (CV) is one's first impression of a potential employer. Creating a standout resume is a critical part of your job search process. You can find a wealth of resources to help you find and land a new and better job. Even though a CV's primary focus should be on the candidate's career goals and the challenges they hope to overcome, research shows that this is not always the case. A resume should be no more than two pages long, and it should showcase your best writing and design skills. There was no discussion of setbacks and major transitions in the presenter's professional life. While adults understand that the presentation's overarching goal is to instruct them on how to craft a winning cover letter and resume, they are confused as to why they need this information before the training even begins.

Public Speaking and Presentation Skills

I'm not exactly a rock star whenever it comes to talking in front of an audience. My lack of skill and lack of enthusiasm for the subject means that I have never been particularly successful in it. The pressure to perform flawlessly in front of an attentive audience is something I struggle with, but public speaking forces me to do just that (Ivanova et al, 2020). Extreme anxiety and the weight of expectation weigh heavily on me every time. To sum up, I was terrified of public speaking before taking this business communications course, but I've since overcome my anxiety and seen marked improvements in my ability to articulate my ideas clearly and persuasively.

I was worried when I saw the requirement for an offhand remark on the syllabus for this class. I remember feeling very anxious because I had no idea when I would be called upon to make a presentation. When the first class ended and I wasn't called on, I felt a great sense of relief, but I also knew that I'd be required to speak at the next meeting. When it was finally my turn, I took as long as I could to get up on stage. The question that was posed to me was whether or not I prefer bottles to cans. While I prefer bottles, I'm at a loss to explain why they're superior. I attempted to

make light of the situation by chatting aimlessly to pass the time. I kept telling myself after the speech that I could have done a much better job of it if I'd had much more time to prepare, but that would defeat the purpose of giving an impromptu speech in the first place.

My distance from the podium and my use of gestures are two other areas where I can do better. My lack of gesticulations for the audience was noticeable during both the impromptu and the informative speech. We discovered that people pay more attention to your physical actions than they do to the words coming out of your mouth. Whatever gestures I may have made were usually masked by the podium. I need to be more conscientious of this going forward and make sure that everyone in the audience can see my gestures by raising them (Ivanova et al, 2020). I had a habit of standing too close to the podium, which made me want to hold on for dear life. When I was on stage, I found that holding onto the podium limited my gestures even more than they already were. Here are two places where I've recently become aware of my shortcomings; I intend to fix them as best I can.

The final noticeable change was the increased frequency with which I made eye contact with the audience. I knew I had a problem with making eye interactions with the crowd before I had much experience doing so in public. It's possible that I didn't look anywhere but the back of the classroom. Regardless, the extensive practice I had in this class helped me learn to scan the entire audience without being shy about making eye contact with anyone. Having this kind of familiarity with your subject matter seems to go in tandem with it. If you're confident in your subject matter, you won't have to refer to your notes as often, allowing you more time to engage with the listeners.

Conclusion

Considering the various skills that I have reflected on above, the most important of these, according to me, is the public speaking skill which I want to work on further. Considering the importance of the attributes that come with this skill, I believe it is going to be one of the most impactful skills for me in the future.

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