

Report

Certificate of Higher Education Skills for the Workplace

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Module: **Academic and Employability Skills
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Introduction

This report is a reflection on my learning in a detailed discussion. This study focuses on my knowledge and my experience regarding the topic time management, reflection, paraphrasing, and public speaking. From this module I have learned new many things. I have learned what are the skills and knowledge that I have possessed from the beginning and what are the gaps regarding these skills and knowledge that I need to fulfill now. I have used Gibbs reflective cycle in order to present my experience in this study and each point is discussed elaboratively.

The knowledge and experience that I have gathered from the module will be discussed through 6 stages which are part of the Gibbs reflective model, and these stages are: Description, Feelings, Evaluation, Analysis, Conclusion and Action Plan.

Time management

Description

We studied about the ability of time management, and its importance for students. We discussed how time management can influence the development and organization of each person. We learned about how we can improve this skill through examples and different activities.

Feelings

I was quite confident from the beginning, gradually my confidence passed. I felt anxious and nervous at the same time, and then I was excited and happy to improve my skills on this subject.

Evaluation

It was a very great experience for me, I reacted quite positively to everything what happened during the time I studied this subject. About my colleagues I do not remember so many things because my attention was focused on improving my skills in this subject. I cannot say it is a bad part, but still less pleasant, things started to go otherwise when I tried to put into practice the knowledge which was accumulated. It seems much easier in theory. It is difficult to modify and manage a program that has already been formed for a long time. But I liked how our lecturer taught this module with a lot of passion and giving different activities made us understand this topic better. (Cottrell, S. 2019)

Analysis

Time management is a process of managing and controlling all our activities. You can't stop time, and you can't turn it back to start all over again. Time is precious and should be valued. Knowing and using time management techniques, you can easily achieve your goals. (Singh, 2013) In my case, time management is valued but not developed.

When we started studying this subject, I felt quite confident because I had already done some research on time management. And I thought it would be quite easy. But as we began to delve deeper into this subject, and to realize that there is still much I don't know about this topic, gradually, my confidence passed. I felt somehow anxious and a little nervous because I did not want to miss anything. I was excited and happy because there was a great opportunity to improve my time management skills. Thanks to the teaching methods of our lecturer, and the activities we did along the way.

Conclusion

I know that this skill is already set in my head, but which needs to be developed in order to be able to study more effectively and achieve my goals

Action plan

The hardest part for me was to put into practice all the accumulated knowledge. I will make a more detailed plan with different time management techniques that will help me accomplish my proposed tasks.

Paraphrasing

Description

Rather that paragraph can be paraphrased in one's own language and then put into the assessment. During this module we were taught about paraphrasing to understand how important it is to gather knowledge and gain the skill of paraphrasing. We have learned that there are many topics that cannot be written by a person, rather the need to paraphrase the points that they come to know about from various sources regarding the topic. Though paraphrasing was not a new skill for me but quite difficult sometimes.

Feelings

When we started to learn about paraphrasing, I found it boring and lost interest. I felt stupid, and after that the interest in this subject increased somewhat. And in the end, I was proud of myself for it.

Evaluation

In case of writing assessment, it is necessary to have the knowledge of paraphrasing because during preparing any assessment there are many points that need to be written similar to the paragraph that are taken from a source, but the same paragraph cannot be pasted into the assessment (Rossi, 2022). The good thing about this topic during this modulus is that I know how to paraphrase, and I have my own words to describe a fact by understanding the main subject matter or context of any idea paragraph.

The bad thing was that there were many topics which I missed and could not be understood by myself as a result of which it was really difficult for me to paraphrase those topics into my own words.

Analysis

Paraphrasing is not the meaning of an article in other words, but the point of view of what is written in that article. (Bhagat,2013) I and my colleagues were affected by this topic, on the one hand it seems quite clear, but still many students make a mistake. When we started learning about paraphrasing, I found it boring and lost interest because I thought there was nothing new for me. But our lecturer taught with such passion that I felt stupid and started paying more attention. I missed a lot of things during the lessons on this topic, but I was proud of myself for waking up on time.

Conclusion

I will continue to practice paraphrasing more ideas and topics whenever I get the chance, and I also paraphrase more topics whenever I prepare my assessment. Whenever I am faced with difficulties in paraphrasing, I will use the notes I made whenever I need them.

Action plan

To develop paraphrasing skills successfully and efficiently within myself I have decided to practice it and learn it from various sources within.

Reflection

Description

We learned about what critical reflection means. How can we diagnose a problem and form a rational thinking to solve this problem. Our lecturer explained to us through a travel experience of one of our colleagues. After that we had an activity in which each of us had to reflect on some proposed topics.

Feelings

It was quite challenging for me. I was excited and fascinated, I was confused and ashamed when we started developing this topic.

Evaluation

It was a good experience, for me and for my colleagues, from which we learned a lot. We learned how to diagnose a problem and what we can do about it. The only bad part in this whole experience was my lack of knowledge of this subject, because of which I did not always understand what it was about, and I had to look for additional information.

Analysis

Critical reflection writing is an important part of assessment as reflection writing enables a person to make the self-assessment of oneself. With the help of reflection writing one person will be able to express his knowledge and experience and from the assessment of the past knowledge and experience a student will be able to make his presence effective and proper (Antonio, 2020). From the evaluation of previous knowledge and experience, my colleagues and I will be able to analyze it effectively.

It was quite challenging. Each of us at least once reflected on their experiences, but not analyzing so deeply. I was excited and fascinated about everything I learned like a child discovering new things. Me and some of my colleagues were a little confused and ashamed because of our lack of knowledge about this topic.

Conclusion

From this module many perfections and modifications have been made on my reflective skills and from these practices I can achieve several knowledge. I have decided to improve my skill so that in my professional career I can prove myself as a better employee who can implement the knowledge and experience from the past.

Action plan

I have decided to improve these skills within 1 month through daily practice of reflection writing.

Public speaking presentation

Description

Public speaking was the most remarkable subject for me, I understood this after the presentation we had at the end of the module. We learned how to correctly give a presentation in public, but also about the mistakes that the speaker can omit, examples were also offered. We learned how to properly give a PPT presentation, how essential body language is in a presentation and how to get the auditor's attention. We also held a debate with the aim of developing our confidence.

Feelings

At first it was challenging, but also interesting. I was nervous and excited throughout this period. It was very emotional, and I felt bad during the evaluation. Because I couldn't control my emotions, I felt stupid.

Evaluation

There are different ways that someone can speak and give presentations. Each of these has its advantages and disadvantages (Salem, 2019). The bad part is that I could not control my emotions during the presentation, but the good part is that I identified my weakness.

Analysis

Public speaking is oral communication with an audience. Many are afraid of public speaking, which cannot be the class as a phobia, it is a skill that you can develop. There is someone confident but there are also people who feel intimidated when they must make a speech in front of an audience. (Bodie,2010) This related to everyone from our class, and especially me.

I liked this topic. It was something challenging but also interesting. I was nervous but also excited because I had never made such a presentation before, and I didn't know if I would be able to handle it or not. Even though my colleagues encouraged me, as the evaluation time approached, my nervousness grew. I felt bad when our online assessment took place because of the technical issues I had. Even on the day of the presentation on campus it was not better, I would even say it was worst for me. I panicked because when I arrived the door was locked, and I calmed down because I realized that I arrived an hour early. When the presentations started, I felt ok, but I didn't have enough courage to come forward and start the presentation. In the end, I went to the front and started the presentation, and everything seemed to start ok, but at one point I was overcome by a wave of emotions that I couldn't control, I tried to read from my notes, but I couldn't do that either, it seemed like a disaster my whole presentation, after that I felt very stupid. I hope my colleagues felt better.

Conclusion

Even if everything didn't go well, I think it was a very good experience from which I have a lot to learn.

Action plan

To improve public speaking skills, I will not count on my own strength, but I will look for some training that will help me improve it.

Conclusion

This entire discussion regarding my knowledge and experience that I have gained during this module discussed in this report and can be realized that there are many skills that I need to improve while some skills are there that I need to possess within myself newly. I need a maximum time of 3 to 4 months to develop and improve all these skills. And these skills have a really important role in the life of a student as well as a professional. These skills need to be prepared from now because these are important to be possessed for my future career as an effective employee.

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