

BMSW4001

Academic and Employability skills (ACE)

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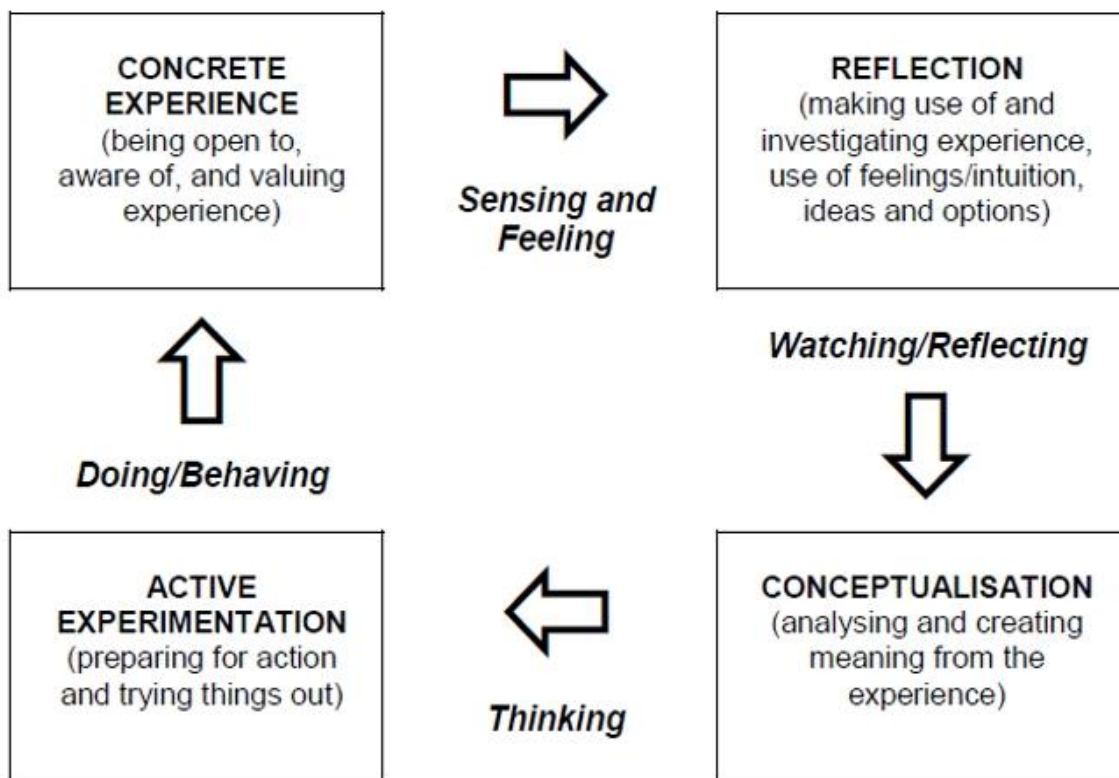
Task 2: Report (2000 words) - 50% of the final mark for the module Write an appropriately structured academic report where you reflect on your learning in this module, using a recognised model of reflection (one). Discuss 3-4 topics from those covered during the term (listed below) and reflect on how useful they have been to you, taking into consideration what you already knew and any learning you undertook outside of the classroom. You will need to explain the chosen model of reflection and apply it to each topic. You will also need to analyse published literature relating to the specific topics you discuss and use the feedback you received on all in-class activities.

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1. Introduction

This report is a reflective report about what I have learnt on the academic and employability module. In the future, I want to own my own security firm where I protect the people in small area keeping them safe and secure. So, I am going to be using a powerful tool called the Kolb reflection model to analyse each topic. I also mention the likes of Tracy baker and I will be talking about the most useful topic which will benefit me is time management, public speaking and giving presentations, reflection, academic writing because I feel these skills will help me progress further in my career in the next two to three years.



Kolb learning cycle

I will be using Kolb model of reflection to analyse each topic. This model was published by David Kolb in **1984** from which he developed his learning style inventory. Kolb's experiential learning theory works on two different levels and contains four-stage cycle of learning and four separate learning styles. I have picked this learning cycle model because it has a simple relation to process and advancing in my career or life situations

2. Time management

Time management is essential for me. I have learnt from time management you have to allocate your time accordingly. Using the time effectively and balancing the time well for my situation is a must. If I want to run my own security firm timing would be important. Time management is good as it allows me to be more organised with my time properly, set goals small targets, control my stress levels which are manageable, set short and long goals. Before I was more lay back but now, I have learned to be more organised that set me up to be more flexible for other stuff. before I was not really putting my time into consideration. I have just returned to education after a good twelve years because I wanted to learn more about these topic as it will help me towards my goals and ambition of owning my own security firm. so, I know the basic of time management which to my knowledge I don't follow, if I did follow, I would be working smarter and not harder.

Time management is a way of being successful in anything you do in life. Providing strategies for how to • be more relaxed and less stressed • accomplish more • be more creative • keep track of relevant things help to organise and structure your work (Hans Fangohr 2017) so If I planned my day, prioritise my activities in order and use Eisenhower technique using the table method of putting my own task down like what's important and what less important. of recent I have been using this technique which has help me a lot, now I am more organised, I look at my book to see what's the important task and what isn't.

This has benefit me a lot and now I feel organised with life and my tasks now. I believe I would be better off keeping this up. My experience on time management wasn't the greatest before I would do everything last minute, I have overcome the last minute and made priorities more important and I have allowed myself time to adjust at work, if I had come in fifteen minutes or half an hour earlier, I would have had more time to mentally prepare myself for the day. With time management I don't believe it's going to be hard for me to adjust to because of the classes I have online and the research I have done.

Even when I read the book eat the frog it had some good points and some I didn't understand. According to Tracy lay out the project in front of you on paper or on a computer so that you can see every step and task. Then go to work on one task at a time. You will be amazed at how much you get done in this way. (Tracy 2017 p 17)

This will help me because I like to take on a lot of tasks on and other random stuff to do all at once. I use the technique called pomodoro to help me with my time management to fit everything into my schedule. The pomodoro has train my brain increasingly to plan and section my time, I have up my time from the twenty-five minutes to thirty minutes now then have five- or ten-minutes break. I have also broken down what I waste time on. I wrote down

my work hours and the days I have free. I have calculated the days I have free set times when to do my tasks.

3. Public speaking

Public speaking and giving presentations to me it's about being confident and prepared which requires good communication skills, enthusiasm, and the ability to talk to a big audience or small crowd. According to (Chris 2016) transfer a strange object called an idea. you will be more confident within yourself and be able to show you are a leader also shows you know what you know what you talk about. My experiences with this not good and probably one of my biggest weak points. I already know public speaking and presentation can be quite intimidating, I know that if I am afraid, in speaking out to the public remind myself, if you can speak to a group of friends what is the difference with a larger group. Presentation is like selling your work to someone and explaining it at the same time to get a better understanding.

I have always been a shy person. However, this might be because I had a bad experience at school. I had to stand up in class read a section in a book and there were certain words I couldn't pronounce at the time, which made me feel low, when I had pronounced a word wrong a lot of students had laugh at me which made me feel very small. I believe now I have overcome that especially with the right training, I could become the next Barack Obama when public speaking and giving presentations. according to Dweck (2017), the power of not yet which gave me a better insight and understanding to improve on my public speaking this video I watched of Carol Dweck teach me everyone has different ability but if I had to speak publicly, I will just have to go for it because anyone can do it, during my learning I realised I haven't done public speaking yet, so the more I do it the better I will improve. this is a challenging one for me due to speaking out to public and presenting assignment. This model has slowly built up my confidents once again.

I managed to write and practice it over in my spare time. I never knew had the beliefs to speak or present with such confidents. I believe with more challenging and determination with the knowledge I am learning I will be able to speak and present. the people who I learned so far has boosted my confidents.

I learn to stay focus due to my busy schedules. I really need to use the techniques pomodoro more again and stick to it. This is the best solution for me because I have been able adapting and spreading my time out so that I can get my task done. Before it was really helping me with my days, now I feel lost and overwhelmed with everything going on.

This pomodoro technique has been difficult to maintain due to my schedule. It has been helping me to control my time management and I believe it will put me in a better mind state.

I am going to use this model Kolb of reflection. Kolb had a good layout which related with public speaking and presentation because I felt this reflection both ways like if it was a situation where you are by yourself or something I go through each day continuously with work mate. I believe if I stick to this model Kolb reflection it should help me for when I progress throughout my career, and it will work well with me. It allows me to focus on the task at hand, structure analysis and put things into questions of stages. Work well and prepares me for public speaking and presentation. It helps as I have had previous experience in the past talking in meeting. So, it had an impact on my feeling and thought about any experiences I have had.

4. Reflection

Reflection I have not been at my best this year due to the overload of work I do on a daily. Also trying to fit university in my schedule. This model reflection has given me the chance to a revelation on my life. This module has really put me to the test. Overall, I have managed to use this to reflect on a work around to my busy schedule.

With reflection I know of the word and meaning. It's something I don't normally do on my day-to-day routine. It has allowed me to assess myself and do a little research to what I am doing. It is giving me a chance to step back applied some technique to help me reflect on my life goals. I have learnt reflection on life is good because it gives you that chance to see where I am going wrong. I have looked myself in the mirror realised I need to put more of an effort in reading more about eat the frog as it had some good point which related to my way of thinking.

Tracy mentions Your "frog" is your biggest, most important task, the one you are most likely to procrastinate on if you don't do something about it. It is also the one task that can have the greatest positive impact on your life and results at the moment. The first rule of frog eating is this: If you have to eat two frogs, eat the ugliest one first. (Tracy 2017) with my goals I had set out this part of what Tracy I understood because if I have a goal to get to, I need to forget about plan c, b and concentrate on plan a. before it would have been hard but the more I use the technique such as the pomodoro applied that to my task at hand I will diffidently will see a progress and a step towards my goals.

I will keep to my plan or every two days check if I am lacking or progressing in my goal to owning my own security firm. Pareto principle would be a good for me wanted to open up my own security firm, I just didn't understand it as much I feel I need to do more reading into it to understand it properly. I understand the concept of pareto principle meaning spend less time to get the better result. I believe that will be very hard for me to apply but with the good research and focus I will be able to learn.

5. Conclusion

I have come to the conclusions that I know the basic of each skill I am going to be learning more of but there was knowledge I learned from class and books I read which was an eye opener that I never knew as much as I thought I did. The pomodoro technique had a good impact on me which helped me plan and get stuff done in sections. So now I have got my tasks planned organised properly day by day I check my plans and do the most important task on my list which has helped me a lot. I also been able to plan my short-term goal and long-term goals with that be saying the process is being going well and I feel more confident within myself that I can do anything if I put my mind to it, so I won't give up.

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