

# SKILLS-REFLECTION

## TO-DO LIST

# 1

## TIME MANAGEMENT

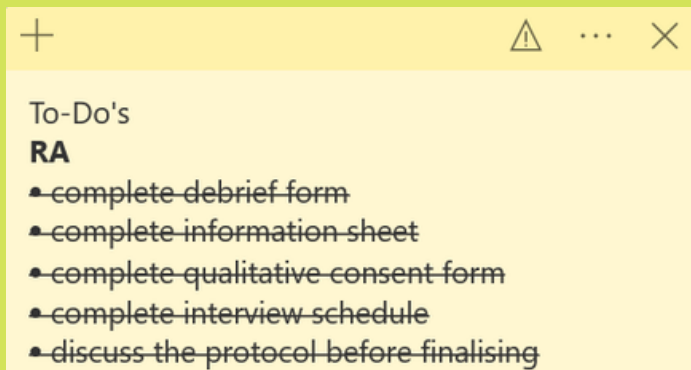
Time management is self-management that explicitly considers time when making decisions about what to do, how much time to devote to activities, how to complete tasks more effectively, and when to undertake specific tasks (Razali et al., 2018).

Effective time management is definitely a key transferable skill that I acquired within this module. Initially, I struggled to manage numerous tasks, especially when the assignments coincided with deadlines for group work and personal commitments.

However, by doing various research, I gradually improved by adopting structured planning strategies like Al-Janabi et al. (2018) suggested it can be achieved through structured planning, balanced routines, and purposeful use of time.

One significant improvement I gained included reducing the chances of procrastination through setting practical goals on a daily basis rather than waiting until the very last moment to perform. In addition to reducing stress levels, this resulted in better quality performance due to the additional time I had to revise and refine the work.

Overall, developing strong time management skills has definitely enhanced both my productivity and self-discipline. I can also transfer this skill to professional settings, where meeting deadlines and handling conflicting priorities are essential for success.



## COMMUNICATION

# 2

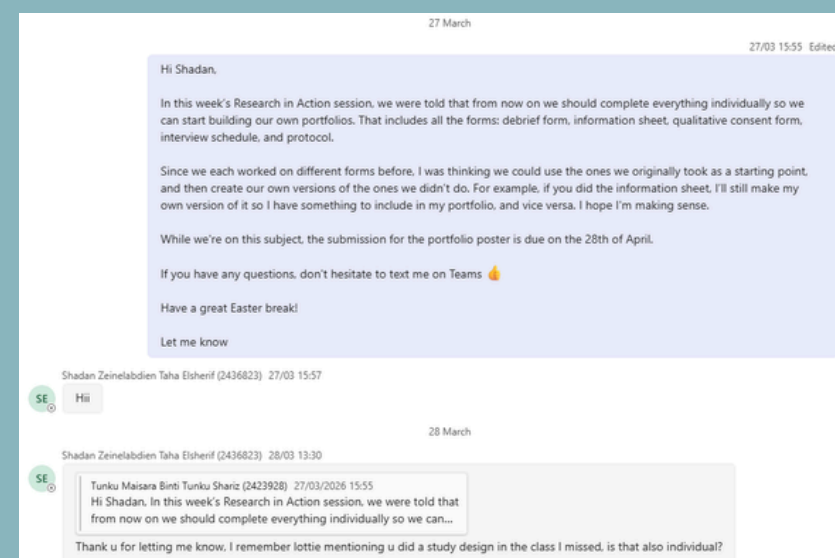
Communication can be defined as the process of conveying information from knowledge creators to the receiver of the communication using effective verbal and non-verbal means (N Ansari et al., 2022)

Throughout this module, I have come to realise that I struggled with expressing my ideas more clearly and confidently. I find it hard with organising my thoughts and ensuring that my message come across well to others. However, with practice, I can see myself slowly improving to be able to structure information logically and use appropriate language when communicating.

I also find myself developing active listening skills, which not only allowed me to better understand my group members' viewpoints, but also respond appropriately. This not only improved my ability to collaborate, but also helped prevent misunderstandings.

During this module, there were times where group members would fall ill, therefore would miss an organised session. But by communicating amongst the group member, we were able to work things out without any miscommunication.

## TEAMS PAGE



## TEAMWORK

# 3

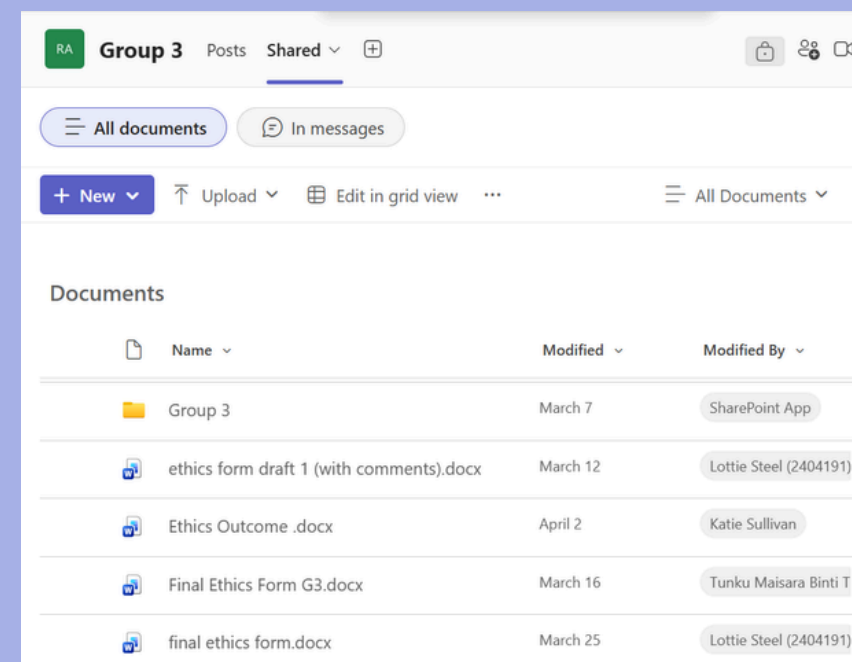
Teamwork is a process that involves interaction between team members as they combine their resources together for accomplishing task objectives such as giving clear instructions (Schmutz et al., 2019).

This component was an important part of this module since the success of the whole project hinged upon contributions made by each member of the team. It was important from the very beginning for us to have an agreement regarding our goals and objectives as well as the task we had to perform in order to work successfully together. It is an act of working together by two or more persons to accomplish something (Salvato, Reuer & Battigalli, 2017). What was particularly good about our group is that at times, we helped each other out.

This made me aware that my knowledge regarding the application of professional guidance and the BPS guidelines was rather shallow. It is Collaboration revealed the importance of following ethical standards, especially institutional ones such as the UWTSD research ethics and integrity code of practice. What helped me appreciate the importance of ethics in conducting research responsibly was the engagement with the theories and models.

Hence, it is safe to say that I have acquired an increased appreciation of ethics in relation to planning and implementing psychological research.

## FILES AND WORK LOAD



## LEADERSHIP

# 4

Leadership can be seen as a complex concept consisting of individual characteristics (Bolden et al., 2023), performance, different roles assumed by people, and the process through which influence is exercised on other individuals (Rosenbach, Taylor & Youndt, 2018).

Prior to this module, I had little to none leadership experience. Nonetheless, it is an acquired skill I developed throughout this module by actively participating in team engagements. While there were no regular leadership roles needed for this module, leadership was exhibited through organising tasks, facilitating discussions, and maintaining progress within the team. At the beginning, I was reluctant to act as a leader due to low-self confidence. However, as I gained experience, I became more comfortable to encourage other team members.

One important aspect of leadership I exhibited was the ability to delegate tasks based on individual strengths. This not only helped improve the efficiency but also ensured that each team member could contribute effectively.

Adding to that, I developed problem-solving skills by addressing the issues that arose in the group, such as missed deadlines or poor communication. Instead of pointing fingers, I focused on finding a way out of the situation to keep the project progressing.

I would also like to highlight that during the completion of the ethics form, I showed leadership skills by reviewing the essential professional codes on my own initiative, provided by the British Psychological Society (BPS) such as BPS Code of Human Research Ethics (2021), BPS Code of Ethics and Conduct (2021), and BPS Ethics Guidelines for Internet-Mediated Research (2021). By doing so, I was able to make sure that the project meets all the necessary requirements from an ethical perspective, helping the group meet its expectations.

# REFERENCES

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The British Psychological Society. (2021). BPS code of human research ethics. The British Psychological Society. <https://www.bps.org.uk/guideline/bps-code-human-research-ethics>

# AI STATEMENT

I confirm that I have not used any AI tools in the creation and research of this assignment. I confirm that I have not presented any AI generated materials as my own work. I confirm that I have copies of my drafts, notes, and other resources I used, which I may be asked to provide in evidence.