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MODULE TITLE: ACADEMIC AND EMPLOYABILITY
SKILLS

MODULE TERM: TERM 1, WEEKEND

LECTURER NAME: JOANNA WALSH

TITLE ASSIGNMENT: REPORT WHERE YOU
REFLECT ON YOUR LEARNING IN THIS MODULE



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In this report we need to reflect on our learning, using a recognized model of reflection on three topics that we learned in class, and the fourth topic is public speaking and giving presentations.

I choose Gibbs' Reflective Cycle as a way of structuring learning from experiences, Graham Gibbs developed the Reflective Cycle in 1988. A cyclic model is particularly suitable for repeated experiences, as its cyclical nature allows you to learn and plan from things that went well or did not go well. It consists of six stages: describe your experience, by telling us how you felt and what you thought, of the experience both good and bad, to help us make sense of what happened, and what you would do differently next time, you might want to develop a plan for how to deal with similar situations in the future, or any general changes you think might be advisable.

An experience can be worked through using this model. An individual experience can be like this, or it can be a situation you encounter regularly, such as meetings with a team with whom you must work. While Gibbs initially

advocated its use in repeated situations, the stages and principles apply equally well to single experiences. The action plan could become more general and consider how your conclusions can be applied in the future if completed by analyzing a stand-alone experience.

The researcher analyzed the theme of *Time Management* under the Gibbs' Reflecting Cycle using those six steps to explain the importance of organizing your time.

Description

This year I start to study at the University of Wales Trinity Saint David. I choose to learn on the weekend because I work during the week time. This term, I have two modules: Academic and Employability Skills and Digital Skills and Research Methods. Both courses are interesting, but at Academic and Employability Skills I learned about time management meaning that you need to organize your time.

Feelings

Eisenhower's method says that you need to share what is important and what is urgent. When I heard that I

need to study 160 hours individually I get scared, thinking if I can do it. After I calmed down, I decided to take my chance to change something in my life. I will have the possibility of improving my communication skills, speaking more in English, reading, searching for information, watching tutorials, and why not making new friends.

Evolution

After one month I started to work on my essay and my report and it is not easy, however, if I will do it step by step, prioritizing what is important and what is urgent I will manage the tasks. I bought the essential book: The study skills handbook written by Stella Cottrell and now is more captivating than before.

Analysis

In the beginning, I did not know to organize my time, but after the course on the topic: of time management I started to think about how I can include study in my normal schedule, focusing on learning for at least two hours per day. During my cooking, I can listen to and watch videos for my tasks. At the end of the day, I can

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use the online library, and on the weekend before classes, I can learn as well.

Conclusion

It is difficult to study and work at the same time, but it is not impossible when you have a strong reason to go forward like a better job, pay, a degree, a possibility to do something for your future, and to improve your English. Now I have the idea of how to divide my normal routines and put extra the study.

Action plan

The Pareto Principle says that the 80-20 rule is for every situation where you must manage your time. In my case, 80 percent means daily tasks and 20 percent study, but I need to do this every day to generate satisfactory results. Every week I will do a part of my report and I will write a section in my essay and at the end of the deadline, everything will be ok.

The second topic under Gibbs' Reflective writing is:
Using the library and gathering information.

Description

University for me is a new field. The researcher received the links to download the online platform which will help him to do his learning. There you have a lot of information but let us stop at the library.

Feelings

The online library is something that nowadays is mandatory. Being something new the researcher needs time to check the online library, to discover how to use it. The beginning is hard, but after you start to use the online library, you check the e-books, and how to search the information, it becomes something natural and easy to use.

Evolution

The good thing about the online library is that you gain time, you can enter anytime from anywhere, you do not spend money buying books, you do not need to wait or to look where you can find the book, just a click and you have the information in front of you.

An interesting piece of information is that the library offered us training and support for our assessments.

The sad thing is that you need an internet connection; if you are in an area with a bad signal, you cannot use the library.

Analysis

After the researcher used the library for one term is easy and quick to use the online materials. In time the researcher will become an expert to use the library because looking, checking, and reading will help to understand the platform better and to get used to it. If for example, the University will change something the platform will be more findable to use because of the previous experience.

Conclusion

The training with the librarian was short, the researcher thinks that the learners should get more knowledge from a professional than searching alone because is a lot of information and the time is precious for everyone.

Action plan

The researcher to spend each day around 2 hours using the online library and looking for help in case of needs it.

The third topic under Gibbs' Reflective writing is *Referencing*.

Description

At the start of our term, the teacher said that we need Harvard-style references not only for quotes but for paraphrasing as well and to use in-text citations. We need to utilize the references to avoid plagiarism, if that work is not yours and only inspired from somewhere you should put the references or if the reader wants to read more, he can find the information in references and the people who read your work will have more trust if they know from where the information comes from.

Feelings

Harvard-style for the researcher was something new and at the same time was a curiosity for interesting information. The researcher was surprised to find out that for paraphrasing you need to use in-text citations, but there are different rules, and we need to respect and apply them.

Evolution

A good part of the references is that you can check all information because each of us has different opinions, and you can make your thinking.

A positive effect was the teachers' feedback about references, that we need to arrange the references in alphabetical order and to use a special format: author's surname, initials of the author's name, in brackets the year, the book name-italic writing, the city and the name of a publication.

A bad aspect of the references is that the researcher loses a lot of time looking for all these details to respect the format of referencing and sometimes you cannot find all information.

Analysis

The references are good for the honesty of the work or if you use that text to implement an idea is important to clarify that is not 100 percent your opinion. For a student is hard to understand that he must use references for all his work and if he has a deadline to present a report is challenging to finish the work in time, but better to check

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who has done that work than to be accused of plagiarism.

Conclusion

The researcher must read about Harvard-style references, respect the alphabetical order, put in-text citations, and at the very end include the references.

Action plan

When you must draft an essay or a report better you take a piece of paper and a pen next to you and write the details on and use it at the end of your work that avoids all kinds of situations.

The fourth topic under Gibbs' Reflective writing is: *Public speaking and giving presentations*

Description

For this module we had to do an individual presentation, we used a PowerPoint program to write the main ideas and with the help of that slides to start to present our intended career or our intended business.

Feelings

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My colleagues are brave, they had emotions, but they could control them, well done for them.

When you see the people watching you like a TV, you lose control of your thoughts, your heart is going like a horse, slowly at the start and after quicker and quicker and quicker. To speak in front of a class is hard, does not matter if you know what to say and to do, in that moment you forget everything.

I did like the plans of my colleagues, interesting and some of them will need time but who want something badly will get it.

Evolution

Among my colleagues came the researcher's time to present his work, a positive side of the researcher is that you should learn something from other people, other situations, and everything was good until he started to present his development plan to become a team leader. The researcher put a timeframe for his task, and the first task was to ask the company where is he working if they need a team leader, now or in the future, if he will have the possibility to grow, unfortunately, the researcher

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received a negative response which determined him to make a decision, to change the job because there is not the place to improve himself.

A negative part of the presentation was that the researcher should have presented his work how it was and not decided about changing the job.

Analysis

If the researcher would present again, he will respect his plan, for what he had worked on. Changing something is more difficult because you need to improve on the spot, and you do not know how people will react.

Conclusion

The individual presentation was good, and the researcher worked hard because was the first task, and all the time you spend more time in the beginning but could be better. I did hear interesting presentations and now the researcher knows how to do it.

Action plan

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This is good training to work and speak in front of people, plan, and set goals according to your strengths, weaknesses, opportunities, and threats.

Conclusion:

Try to find your cycle of reflection according to your thoughts, needs, and emotions that help you to realize the situation and if you have another chance to change it.

Recommendation:

Speak in front of a mirror and think that the mirror is your public and doing this you will get used to presenting in front of people.

Appendix my PowerPoint presentation: Skills for my career: team leader



Program: Certificate skills for the workplace

Module: Academic and employability skills
(BMSW4001_LON)

Lecturer: Joanna Walsh

Title: Skills for my career: team leader

Student: Florentina Stefan
(2120245)

Skills for my career: team leader

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Skills for my career: team leader

Employability - means that you are ready, capable, and prepared for employment.



(Yahoo, 2022)

Skills for my career: team leader

- To work in a team
- To take risks
- To be creative
- To think positive
- To organize
- To plan
- To take decisions
- To resolve problems

Skills for my career: team leader

Personal SWOT Analysis

Strengths: • Good team player • Social • Able to work under pressure • Motivated	Weakness: • English communication • Tolerant • Problem-solving
Opportunities: • To learn English • To make new friends • To find a good job after graduating	Threats: • To respect the rules • People with better English • Competition for a job

Personal development plan

Skills needs to develop	How I will develop the skills	Dates	Monitoring development
Short term: checking if I can apply for team leader	Speaking with the manager about my previous experience	Monday 4 th April	I already spoke with the supervisor and now I need to speak with the warehouse manager
Medium term: helping the team leader with tasks	Learning ICT program, working with people and deadline	May, June and July	Practicing the printouts, working with pickers and drivers
Long term: to be a team leader	Obtaining the role	October	Having the responsibilities, delivering the products to the customers in time

Conclusion:

It is very important in your career to have a plan, set goals, and allocate time to happen using your motivation to realize your strengths, weaknesses, opportunities, and threats.

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