

Cavallaro Germano Martino

Student ID : 2111129

ACE Practical Portfolio

Academic and Employability Skills task 2

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ACE Practical portfolio

Introduction

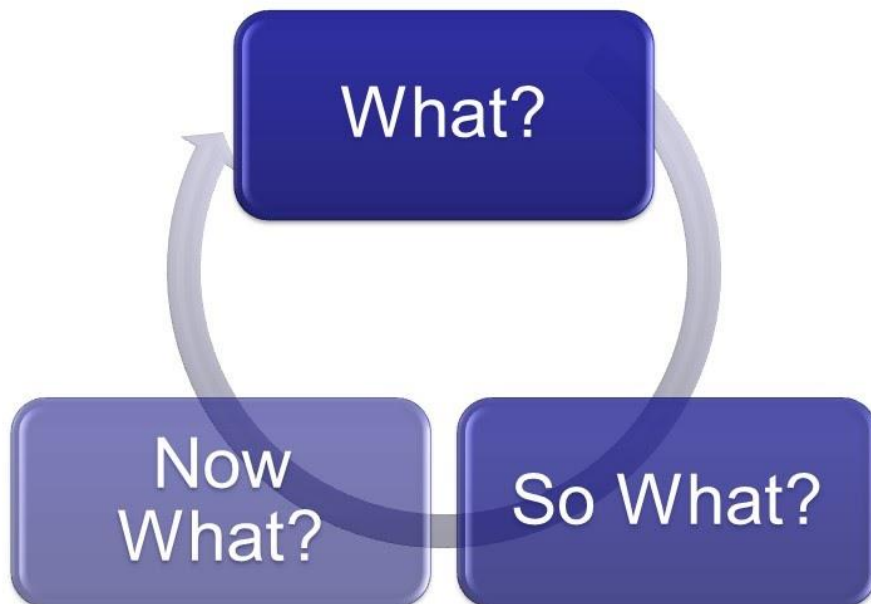
My name is Germano Cavallaro and I am from Italy, I live in the United Kingdom for nine years, since I moved to this country I had always the dream of growing in my personal development plan of my career, therefore I have started University this year, I always knew that was going to be a difficult path to go through but needs to be taken at some point if I want to move forward on my career.

I had no clue of how challenging would become a start a University course while you are an employee full time and especially coming back to study after many years dealing with a different language than your native language.

There are various models in order to write a reflective essay, the most commonly used are Gibbs - reflective cycle, Kolb's - experiential learning model, ERA - The ERA framework, Brookfield and the Driscoll's model - What a model.

This report is using Driscoll's model explaining my reflection on What, Now What and So what on the following topics covered: Time Management/Organising Study, Academic Writing, CV Writing.

Driscoll's Model of Reflective Practice



(Driscoll, 1994, 2007)

What is Driscoll's model?

As Driscoll (2007) points out, the reflective model was first developed in 1994 as a framework for self-reflection on specific events or happenings. It was based on the 1970s

work of Borton who had advocated for reflective practice which used three questions: What? So what? and Now?

The Discroll's model has been designated for the learner and their own way of learning and reflecting on the events referencing the three questions related to the model.

Using the guidance of this specific model the learner should be able to explain and analyse in a very simple way the event.

A learner begins by reflecting on what happened and why they are doing this. For example, they might want to understand why they reacted the way they did, or they might want to gain insights into what went well or wrong.

After the So What? The question comes to the analysis stage. This is the stage where the most learning occurs. By asking So What? the model will activate cognitive processes that will increase understanding of the event.

A third question leads to the improvement of the learner's behaviour as they develop an action plan determined by how they will respond or behave in a similar situation in the future.

Time management / Organising Study

What?

One of the most important skills we are learning during this course and I have decided to cover for the preparation of this Essay is Time Management, this is very essential for organising your study and work.

The meaning and concept of Time management are mainly based on planning of your time to spend in many different activities, the target is to optimise the productivity of every single individual on his daily tasks. The individual should be planning precisely the time that he/she supposed to spend on each singular task, maximising the amount of work in a given amount of time.

The benefits of Time management are:

- Better productivity and efficiency
- Less stress
- Set your goals
- Cope with problems and challenges

Now What?

When you plan properly, the person or student is able to get more task's done, saving more time for different activities, if you are able to set a time for every single task that needs to be completed, saying for example an hour per task and stick to it will have definitely a better result than working with no predefined time slot for your task.

So What?

It's likely that you have a good sense of what kinds of tasks and responsibilities you need to deal with every day. However, it's a good idea to start planning your days and weeks in advance. It's impossible to predict what surprises you'll face, so you will be better prepared. The second lesson in time management is learning how to prioritize to efficiently execute any project, you need to decide which stages or components of the project are most important to your business and the impact of each stage/component in the short, medium, and long terms.

Reflection on time Management Skills

As a valuable resource, time must be managed carefully, as it can give us more control over our lives. Unfortunately, only understanding can lead to complete control of time. We must put information and intentions into action.

It is crucial to learn to manage and meet personal deadlines - both socially and academically - sooner rather than later, in an environment where nobody will tell you how to do it in the best way.

For a student and worker at the same time, this skill is extremely important and can be helped also by delegation, when you delegate a task to a work/Uni colleague when possible it will reduce your workload and make smoother your day.

In order to improve also your time management skills, there are many courses on this particular matter of different levels which can help on improving this and get you where you need to be, these courses will be able to help you on: plan effectively to achieve your personal and professional goals, manage resources effectively and efficiently, recognize and overcome barriers to successful time management and handle in a better way stress and pressure.

Academic Writing

What?

Another skill very important in University and also in the workplace is the ownership of good academic writing, this helps you to communicate ideas, plans, sharing information's to a wider community.

The purpose of academic writing is to aid the reader in understanding the content, this needs to be clear, concise and focussed.

The tone and style are formal, but it is not complex and does not call for long sentences and complicated vocabulary, it can be divided into two types:

- Student academic writing, which applies to the writing of assessments at the University.
- Expert academic writing, which normally is used for the writing of journal articles or book writing.

Both academic writing methods normally adhere to the same sort of standard, but it can be a difficult task for a student to learn and it will take time to master.

Now What?

Every academic paper is a way for students to communicate the knowledge that they have gained in a particular matter during their course and that's why academic writing and research play a big role for a student when it has to present theories and facts on any given argument.

This skill it is very beneficial for the student and it will help on many factors such as:

- Improve critical thinking - This process helps you in conducting precise and careful research and assessing information, identifying whether the information is relevant or not on the topic in discussion.
- Expand your knowledge - Each time a student prepare an Essay doing research, the individual learns something new and so have also different perspectives on the topic due to the research.
- Helps you to grow intellectually - Writing for academic purposes improves your observational and analytical skills, and sharpens your memory.
- Prepare yourself for future complex task's - In the job market, most of the time an employee deal with complex task's, therefore having good ownership of Academic writing helps you to look at issues from different points, coming up with a good and professional conclusion.

So What?

For improving your academic writing skills, there are many ways to do this, the most common one is reading, all the good readers are normally more practical with the use of Academic writing because it will expand your vocabulary and your knowledge.

The student should have a solid grammar background, style and punctuation, it is also important that the use an active voice rather than a passive voice when possible, the person should be presenting its essay using an appropriate vocabulary, the usage also of big words sound smart but often results in the opposite effect if they are used in an incorrect way.

Reflection on Academic writing

Writing for academic purposes encourages an individual to think critically, it involves collecting and analysing information and conveying it in a manner that makes sense to the reader. Being able to analyse and report accurately is a skill that can be learned and retained forever. If you aren't sure about the meaning of some words is it better to don't use them because you risk using them incorrectly and can change the entire meaning of the sentence guiding the reader to another direction. Knowing what you want to say before you even begin writing an essay is essential and making a basic outline before you begin writing your essay will help you narrow down your thesis and create an effective argument. The text should be well structured with an introduction, followed by the body and then a conclusion which should tie up everything and connect together.

CV Writing

What?

Nowadays a presentation of ourselves is a CV, the word CV stands for Curriculum vitae, it is mainly used in the job market when we are applying for a new job, it is just a formal presentation of the individual where are summarised in their educations and skills and experience of the candidate in this document, which allows you to sell your abilities to a potential employer.

The CV needs to be in A4 format and normally is not more than two pages.

Now what?

For many job seekers in the market, the CV is the first opportunity for you to sell yourself, to get noticed and above all to ensure that any potential door does not close on you. You should have your CV ready well before you find any job opportunities, and certainly well before any closing dates, so that it isn't rushed.

In most of the sectors, normally recruiters or employers are looking for these keywords on your cv :

- Communication skills
- Friendly
- Confident
- Polite
- Organised

These are the main points they are looking at, is not only about competencies and how good you are at, in order to make your CV more interesting the reader don't forget to add a personal statement along with a cover letter, in the CV is also important to quantify your achievements, for example, if you are a salesperson saying you increased the sales of the company is ok, but saying you increased the sales of 100K each month will give to the employer a better outstanding of the candidate and his capabilities.

So What?

Sometimes our applications/CVs are rejected because the position has been filled already by someone else with better skills, but sometimes we also fail because our CV is not well structured for that type of job we are applying to, so we need to bear in mind that every application is different than another one and we can't use the same CV for applying to the same job role because every company are always looking for something different than another one even though the role offered as the same title/responsibilities.

An option to master CV writing could be watching tutorials online on YouTube or applying for some courses, so you can improve your CV and your skills on this particular matter.

Reflection on CV writing

In my personal experience, the writing of a CV is an ongoing learning curve and each time we always learn something ,so then we end modifying a couple of aspects from our CV every single time we reviewed.

Therefore we need to ensure that the CV is well structured, with the right keywords, easy to read and concise, if so you will be able to drag down the attention of the employer.

Last but not least will be the personal statement and cover letter, these will be showing your enthusiasm and creativity or your passion and commitment to the employer and even though should be some lack in experience these could give input to the reader for at least arrange an interview and understand more about the potential candidate.

Conclusion

Overall we have learned from this case study how important is analyse every single event on our daily life per the 3 questions from the Discroll's model, these will help us on how to analyse deeply every single event and how we should be improving doing research and gain more knowledge about it.

Time management playing also a big role and this will help the person on how to handle the stress when dealing with multiple tasks at once and prioritise them as per importance, I would add also academic writing as one of the most important skills required because sometimes put your ideas on a text is not a simple task and having the ownership of this will definitely give you a good presentation of ourself when writing on emails or writing documents/essay at Uni or in the workplace and for writing a CV.

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Chief Operating Officer (COO)

**Cavallaro Germano
Martino**

Student ID: 2111129

**Module Title: Academic And
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Module code: BMSW4001

Lecture: Soban Sadiq



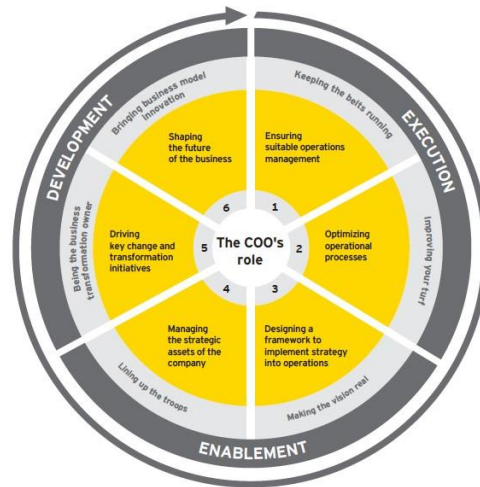
Introduction to the role and intended carrer plan

- **The Chief Operating officer is generally the second highest position in the company and is constantly reviewing all the departments within the company are running smoothly achieving their KPI**



Employability Skills

- **Good communicator**
- **Problem solving skills**
- **Able to work under pressure**
- **Leadership skills and be a good player**
- **Ability to learn and adapt to changes**
- **Negotiation**
- **Organization**

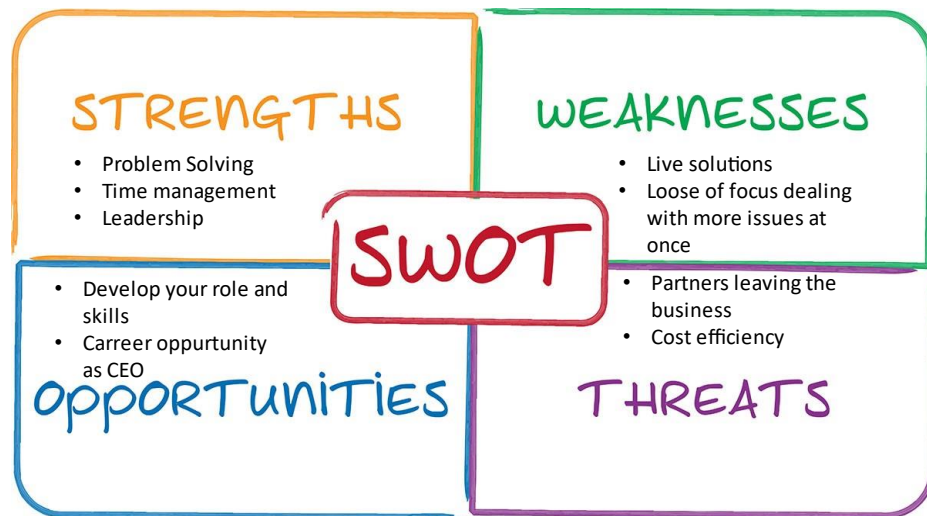


4 | Aiming for the top A guide for aspiring COOs and their organizations

What's the role in the company of the COO?

- Managing the day to day operations
- Improving Operating Procedure's within the business
- Working alongside with the CEO
- Assessing new strategies for the company
- Overseeing all the departments and KPI's are meet
- Implementing the recruitment and development on boarding staff
- Report directly to the CEO and take actions when needed
- Cut down the cost of the Company

SWOT Analysis



Personal Development Plan

What's your main targets?	How you think your target can be achieved?	What's your deadline to achieve your goal?	What will be your next goal after completing this course?	What you think will be the challenges during this path?	What can help you in order to achieve your target?
Getting University degree	Completing this course within the time frame	1 year	Gain more knowledge and experience	Time management	Have more time to prepare your assignment
Moving to the next step into my carrer as a COO	Developing new skills		Likely go for a bachelor degree	Lack of time	Moving to a part time job

Overall Conclusion

To become a successful Chief Operating Officer is a long way learning curve improving constantly the performance and profitability of the company and every single employee in the business

- **Good key points for this role are:**
- **Delegation**
- **Listening**
- **Take action when needed**
- **Solving conflicts**



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