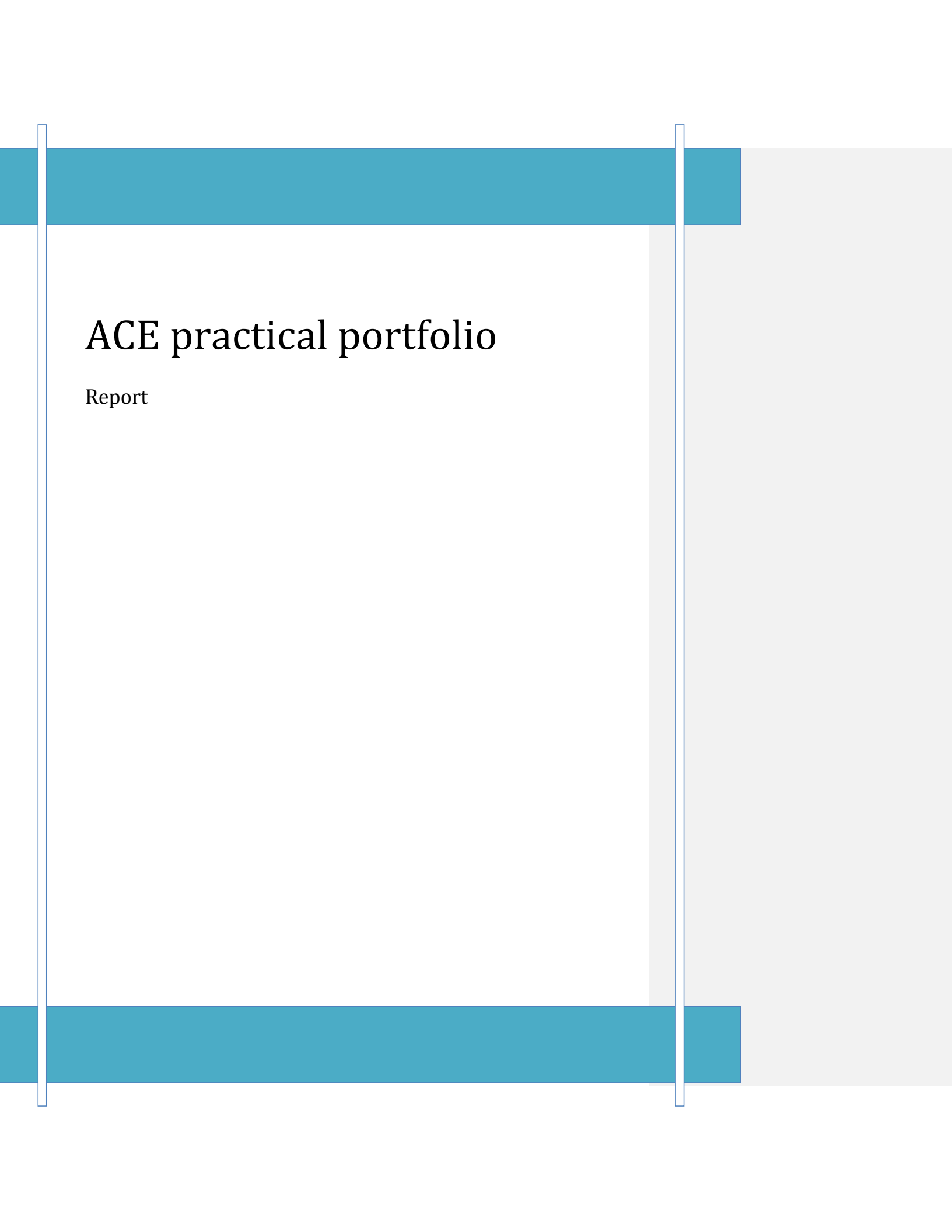




ACE practical portfolio

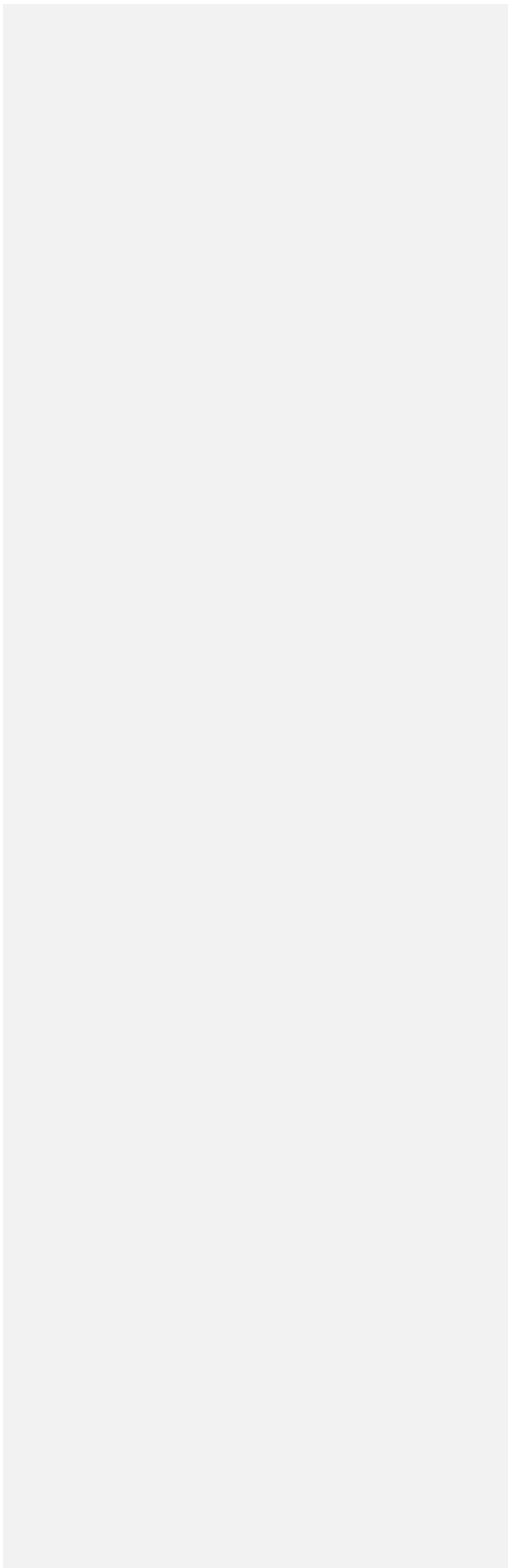
Report

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Figure 1: Gibbs reflective cycle 4



Introduction

Reflection can be described as a process where a person can become aware of their thinking process and the actions taken by them. During reflection one can determine what they learnt and how it changed them, it helps a person in going back to the learning they did and determines their course of action on its basis (Martie et al., 2019). The purpose of this assignment is to reflect back on the things learned during the module with the help of a reflective model. It also includes applying the models to different topics that were covered during the module.

Gibbs reflective cycle

This model was introduced in the year 1988 by Professor Graham Gibbs, the model is essential as it helps people in learning from the situations that they have experienced regularly or over a period of time. The model has five steps, they are description, Feelings, evaluation, conclusions, and action (Tanaka, Okamoto, and Koide, 2018).

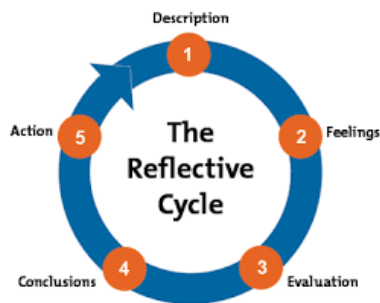


Figure 1: Gibbs reflective cycle

(Source: Markkanen et al., 2020)

Description

This is the first step of the model; in this step, the situation is properly described so that conclusions can be drawn from it later.

Feelings

In this step, the feelings of the author are discussed such as what they felt during the particular period or situation.

Evaluation

In this step, all the means and methods are evaluated by the reflector to determine the positive and negative aspects of the process and the reason they succeeded or did not.

Conclusions

In this step, certain conclusions are drawn on the basis of the evaluation and the future course of action is also analysed so that if the same situation is repeated then what else can be done.

Action

In this step, the actions that can be taken in the future are discussed and a proper plan is formed (Dhaliwal, Singh, and Singh, 2018).

Time management and organisation

Time management can be described as an essential skill that can feel very simple and unnecessary at first but it is extremely essential for a person so that they can work over it in a better manner and keep doing their things on time, organisational skills are described as those skills that are used for creating and setting up goals, organising the workload, decision making, and management (Riedenauer and Tschirf, 2021). As a student, both of these skills are of great essence to me as they help me in keeping track of my studies and they can also help me in achieving my study goals. The use of these skills has been essential for me as they have enabled me in learning other skills as well that can make me more employable (Rutkovska, 2021).

Description

I am a procrastinating person and all my life I have struggled at keeping things on track, I am always one step behind from getting late and I do not complete the tasks till the last moment which has cost me a lot of time so I decided that I want to learn time management and organisation so that I can properly manage my tasks and do not face any troubles.

Commentato [Id1]: You can mention all the things you learnt in class. For example, setting SMART goals, keeping to do lists etc.

Feelings

I felt a sense of relief and positivity because I was very curious about knowing these skills because I know they can help me in my present and future life, the knowledge of these skills enabled me to explore the various ways in which I could become better at these.

Evaluation

I took the help from different books and read several blogs to know more and more about these skills, I found a lot of interesting information about both of these skills and I also attended certain webinars and workshops so that I could learn from the experts, I started using these skills in my day to day life. I also learned that I was not very good at identifying which task needs more time and which needed less.

Conclusion

After the application of these skills in my life, I identified my problem areas and I understood the things that I needed to work more on such as scheduling the week before starting can be a turning point for me as well as the elimination of small tasks can help me in saving the time.

Action

After reading and learning more about the skills I was able to successfully use, I also understood that they are the most essential skills as they helped me in overcoming my procrastination and I can become successful in the future if I keep using these.

CV writing

Curriculum vitae or a CV can be described as a detailed document that contains all the necessary details of a person's professional and personal life that can be used for them to apply for a job, the document is used for summarising education and skills that a person possesses that enables a person to become suitable for a job (Silva et al., 2020). Without a CV a person may not get a desirable job. In today's world, it has become essential that a CV is different an individual is different from others. I learnt that CV writing is one of the most essential skills that can aid me in getting a better job. Application of the Gibbs model (Woo et al., 2019).

Description

At first, when I got to know that a creative CV is needed for getting a better job and that it helps in standing away from the crowd, I was a bit anxious because I did not know how to make one, but I knew that I must learn this skill if I want to be employed by an established [organisation].

Commentato [Id2]: You can mention some other activities done in class, For example, the videos you watched in class with your lecturer.

Feelings

When I started learning more and more about the skill, I felt a little comfortable that there are various means of learning it over the internet such as blogs, YouTube channels and other different mentors that can help me in working on this skill until I can make an attractive resume, I also learn that I must learn other skills as well that can make me employable.

Evaluation

I took part in different workshops and they helped in identify the things I was better at while making a CV and what things I needed to learn. I also got to know from different blogs that there is different software that can help me in designing it in a creative manner.

Conclusions

After learning so much about creating a CV I felt more positive as I knew that I can make a decent CV that can help me in catching the eye of the recruiters and that made me feel positive about my future as well.

Action

I am sure that if I need to make a CV in future then I will be able to do it successfully and without a lot of issues because I have learnt the basics one must know about making a CV.

Public speaking and giving presentations

Public speaking and presentation giving are necessary skills that a person must possess for becoming a better orator, these skills are essential to show passion to the audience and it also helps in connecting with them. It is an important skill because it has the varied type of uses and an individual can need these skills at every point in their lives. These skills also help in creating a heavy impact on the audience and boost the confidence of the speaker. Often times both of these skills are used at the same time (Ivanova et al., 2020).

Description

I have always been a very nervous person and had low self-confidence. this was a hindrance for me because I was unable to communicate with strangers and whenever I faced an audience I froze, that I why I decided to boost my self-confidence by learning this particular skill.

Feelings

I felt apprehended at first because I thought about the time I faced a crowd and was not able to speak properly and I was scared that people will make fun of me I went in front of them for giving a presentation, so I started learning more and more about that skill and that helped in gaining a little bit of confidence, I also saw various videos of people who overcame their fear of public speaking and now were excellent presenters and orators.

Evaluation

I came across different rules and regulations that a person needed for speaking properly such as appropriate language, hand gestures and body language, as well as clear pronunciation. I also learnt that if I kept practising in front of the mirror and close ones then I will get better at this so I started practising more and more.

Conclusion

After learning about the skills and practising them, I was sure that I will not freeze in front of the crowd so I participated in certain speaking competitions and workshops that helped me in identifying my strong and weak points.

Action

After learning that I was getting better at speaking and giving presentations, I analysed the areas I needed to improve such as body language and I started working on it so that I can perform better when faced with a similar situation in the future.

Online learning experience

Because of the pandemic, we were forced to attend our classes online as the lockdown was imposed in the country and all of us were forced to stay indoors so my colleagues came up with the online classes. The experience was quite challenging for me because there is a lot of difference in online classes and we were bored because we did not feel engaged and there were no challenges for us at first (Ghaderizehefreh and Hoover, 2018).

Description

The online classes were very boring at first and I couldn't understand my tutor well, I also learned that I lost interest in my studies because of the online classes but slowly we started getting the hang of it and our teachers also started using more fun ways to teach us the lessons, the use of different software's also helped in understanding more and more efficiently.

Feelings

At first, I did not like the idea of the online classes as they were not as fun and engaging as the offline classes but slowly we became engaged in the classes because our teacher tried different means and ways of teaching the concepts.

Evaluation

The negative aspect was that it was unfamiliar and not well structured at first but slowly with time I started appreciating the classes and got to know the positive point of it such as convenience.

Conclusion

It can be concluded that the offline classes are not an alternative to the offline classes as both of them are quite different. But it also has lots of benefits and with the use of different means and software, it can be performed in an interesting manner.

Action

If I am given the choice of online classes in the future then I will take it readily because I have learnt its benefits, it also enabled us in using technology efficiently and other digital platforms.

Conclusion

It can be concluded that during the course of the module I learned a wide range of concepts that can help me in becoming more employable in the future, the skills I learnt such as CV writing, time management and organisation, public speaking, and presentation skills can take me a long way in life. I learned different ways and means by which I can apply these skills and succeed. It can also be said that there are other things that are essential for a person that I will learn over the course of time.

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