

Learning in digital area

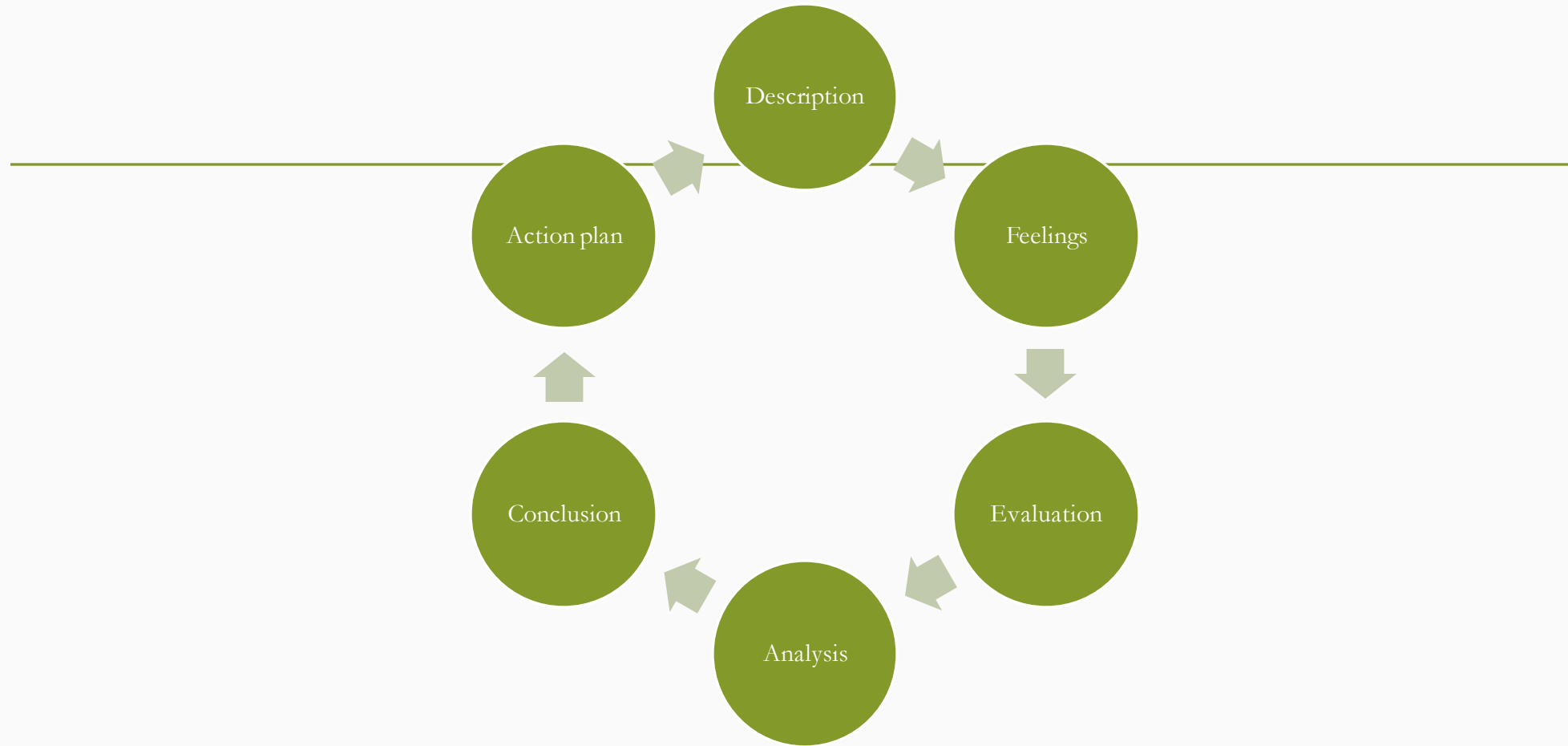
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Course name: Rhiannon Sandy

Subject name :Learning in digital area

- Gibbs Reflective Cycle



- **Description**

Over the course of this module, I have gained a range of transferable skills that I believe will highly beneficial to my future aspirations. The module has provided me with a deeper understanding of various concepts related to leadership, teamwork and communications. I have learned how to communicate with other people, work with my colleagues, analyze multiple situations and make decisions, and remain calm under pressure.

Feelings

I learn how to feel confident in my ability to use my skills and how to apply the knowledge learn in this module for my future career. However I have to recognize that I have to improve my performance in class and that are some of the areas that I have to improve and develop my skills.

- **Evaluation**

- I believe that this module has been very beneficial to equipping me with necessary skills to my future career. I have learned how to communicate verbally and in writing and this will help me to work with my colleagues and with different people. The module has also taught me how to understand the different types of leadership and management which will be useful when working in a team or individually.

Analysis

There are some areas that I want to improve and one of those areas is to learn how to take decisions and remain calm under pressure, even though this module has provided me with some useful techniques I feel that I need to develop my skills in this area. Another area that I need to improve my skills in is how to give constructive feedback to others but I feel that I don't have enough knowledge about communication, and this also is an area that I need to improve.

- **Action Plan**

If I want to improve my ability to manage my issue with stress and how to remain calm under pressure I intend to make meditation and mindfulness as much I can and as much my time allows me. I will also try to make an effort to give priority to my self-care and to take breaks when I feel the need to have one. Also if I want to improve my ability to take positive and constructive feedback I plan to seek deeper out opportunities to practice how to give feedback and how to get feedback on my own communication skills. I want also to continue to read and learn about effective communication and about leadership styles. And by continuing to develop and do this things, and learn about it I am confident that I will be able to get to my future aspiration and to become an effective leader in my future carrer.

Reference:

Barrett J. (2018) Leadership communication.

Cameron. E & Green M (2015) Making sense of change management. A complete guide to the moduls and technics of organizational change

Goleman, D. (2017) Leadership to get results Harvard business Review Press

Personal Development Plan

- **Introduction:**

- The Personal Development Plan is designed to address the gaps in my skills that I have identified through practice. The plan will outline my development goals, the actions I will take to achieve these goals, and the expected outcomes. The plan will also demonstrate the application of SMART objects to ensure that my development goals are specific, measurable, achievable and time bound.

- **Development Goals:**

- Based on my reflective practice, I have identified the following areas for development:
 1. Time management: I struggle with managing my time effectively, which can lead to missed deadlines and increased stress.
 2. Communication Skills: I need to improve my communications skills, including active listening speaking clearly and writing effectively
 3. Leadership: I aspire to be a leader in my field and need to develop my leadership skills including decisions that I make, delegating tasks and motivating others

- Action and Outcomes

1. Time Management

Action: I will use a digital calendar to manage my time better. I will set reminders for deadlines and appointments and schedule regular breaks to prevent burnout. Outcome: I will be able to manage my time more effectively and reduce the stress caused by missed deadlines and overwork.

2. Communication Skills:

Action I will take an online course in business communication to improve my communication skills. I will practice active listening, speaking clearly and writing effectively with my colleagues.

3. Leadership

Action: I will seek out a mentor in my field to provide guidance and advice on leadership development.

Outcome: I will develop my leadership skills, including decisions that I will make, delegating tasks and motivating others. This will prepare me for my future roles in my career.

- **Conclusion:**

- Through this Personal Development Plan , I will address the gaps in my skills identified through reflective practice. By setting SMART objectives and taking specific actions to achieve them, I will improve my time management, communications skills, and leadership abilities. These skills will contribute to my future aspirations of being a successful police man in my career.

- **Reference:**

- Covey S, R (2013) The 7 Habits Effective People: Powerful Lessons In Personal Change. Simon and Schuster
- Harvard business Review (2020). How to Communicate Effectively At Work. Harvard business Review.