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INTRODUCTION

This report mainly focuses on how I have reflected on some chosen topics I have learned in this module. I will guide you through their definitions and where and when I found myself profiting or learning from them.

At times I will be using literature, articles and websites in order to enhance the quality of my writing. There are numerous methods of discovering significant literatures; nonetheless, it is significant when gathering data that you comprehend the physiognomies of the substance and how this can be carried out.

The web has numerous PDF and E-journals just as important as websites, realities that should be considered are how solid your source is obviously and whether the authors are credited or not.

The aim of this report is then test my knowledge by showing off the appreciation of how important the basic skills of employability are, a must in today's high competitive world where employers possess a huge amount of choice to hire and promote employees.

In the next page the most important and effective model of reflection will be defined in order to have a better understanding through the following analysis of the main chosen topics. I will afterwards go back in details to the Reflection as one of the topics I decided to work on.

GIBBS REFLECTIVE MODEL



The Gibbs model of reflection says that the cycle of reflection is absolutely systematic and follows a wide range of specific steps to be effective. It is a system to analyse experiences and utilizing the premises to comprehend particular areas which may require improvement. The cyclic idea of the model implies a useful use in repeated experiences, such as repetitive tasks which is the reason why the model at that point gets helpful in analysing situations inside the nursing practice, where tasks and interactions with colleagues and patients repeat on daily bases.

This sort of cycle can be divided into six key advances:

- **Description:** this stage investigates the context of the occasion and covers certain detail like, for example, who was part of the event, where it occurred and what happened.
- **Feelings:** this stage focuses on investigating their contemplations and emotions at the time of the occasion.
- **Evaluation** (or Assessment): this stage encourages the nurse to make their own judgment about the occasion and to consider what worked out positively and what went less well about the occasion.
- **Analysis:** this stage digs considerably deeper into reflection on the occasion and urges the nurse to separate the event into more modest scenes in order to work out an easier and more complete examination.
- **Conclusion:** this stage investigates the potential choices that might have been utilized to manage the circumstance that is being reflected upon.
- **Action plan:** this is the last advance in the reflection cycle. The action plan is made to find more effective ways to deal with the same situation if or when it may arise once more.

In the following pages, I will be writing about personal experiences where I saw myself applying Gibbs reflection, method I personally always referred to. I will be highlighting the stages of these situations in the following way: **Description**, **Feelings**, **evaluation**, **analysis**, **conclusion**, **action plan**.

TIME MANAGEMENT/ ORGANISING STUDY

Firstly, what exactly is Time Management?

Time management is basically how to manage your time efficiently, so the right amount of time is allocated to the right activity. It refers to making use of time in the best manner as time is after all limited.

Time management includes:

- I. Effective Planning
- II. Setting your aims and objectives
- III. Making sure you reach deadlines
- IV. Prioritising the activities and their importance
- V. Spending right amount of time for the right activity

I have chosen this topic primarily because of its necessary use in any kind of employment, I believe it is the very first skill you should adopt and focus on in order to be successful.

How can you picture yourself not organising your time efficiently to best deliver your job? A professional job cannot be done otherwise. Period.

Nowadays I constantly set a number of goals for the day, giving myself a deadline to achieve them prioritising what to be done first according to their level of importance. This is something I hardly used to do before my course of study.

A personal experience where in the early stage of my first employment I had a face-to-face approach with a really bad time management moment was about 9 years ago when lived my very first challenge at work. I remember I was super excited about my first job and it was a great opportunity for me. Chef, in a great restaurant, was given on that day the chance to prove myself by doing a totally new task was not even listed in my daily duties. Felt excitement and panic at the same time, that feeling of pressure pushed me a little further though, too far indeed. I suddenly understood that sense of rush was working against me; I decided then to stop a breathe for few seconds to better analyse what I was doing and hopefully find a more profitable way in terms of time and organisation. That pause was the best choice I could have made, and even though I unnecessarily did few mistakes everything went good and the task was carried out right on time. Without an action plan I had to act as I went through it and this certainly affected negatively the timeframe of execution and the quality which could have been surely better; a mental organisation, evaluating and prioritising the stages of my task, before the action would have surely been the best approach.

SUMMARISING

Summarising means to identifying and evaluating the most highlighted important information from a text. It is very useful to summarise as it identifies and analyses the main key points forming memories of whatever you have read or heard.

If you think about, our memory does naturally summarise: imagine now the noise of thousand of flashes of memories despite what really important is to remember. Unnecessary.

I always used to summarise, but I certainly sharpened this skill up throughout this term. Many were the examples and the activities we went through; first though, I would like to mention one of the main contents of my studying journey till now: the **step-by-step guide to summarising**.

It consists in 5 simple steps:

- 1. Read**

Carefully read the text making sure you have got what the author intends to transmit (his argument). Make notes if the text is way too extended;

- 2. Write**

Identify the main points of the text and write them down;

- 3. Check**

Compare your summary with the actual text to verify you caught the main part of it;

- 4. Revise**

If your writing seems too close to the source then quote the similarities;

- 5. Give references**

References are the key point of any writing, especially in summaries.

Before starting this course I read in a couple of weeks a really interesting book on Physics, which obviously had tons of complicated information. While reading it I sadly realised very little of this information I was consuming was actually sticking into my brain. I understood then that if I wanted to benefit from this reading, I needed absolutely to engage with books on a much deeper level, but still I left it for a while till I finally acknowledged the importance of summarising with the University. I decided I would rather absorb the wisdom in a more 'boring' way speed-read such an important writing. Therefore the action plan was nothing but summarising the content of the book itself.

REFLECTIVE WRITING

Let's define what reflection is first: Reflection is purely when you analyse your experiences, skills, responses based on an activity in order to improve or learn.

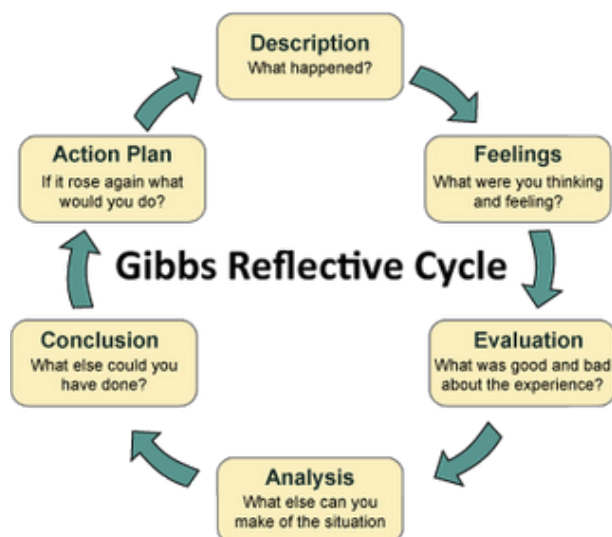
"The action or process of thinking carefully or deeply about a particular subject, typically involving influence from one's past life and experiences." (Oxford English Dictionary 2012)

We essentially use reflection in our day-to-day life without even realising it sometimes, when we do it academically we simply reflect purposely on something we have learned.

What essentially does reflective writing give you?

- Provides a way you can make best use of an experience;
- Improves your performance by utilising the outcome of reflection to inform future practice
- Creates links between theory and practice
- Important skill which will constantly help you developing professionally

There are many models of reflection that can be used as your aid, however I will be listing the main 3:

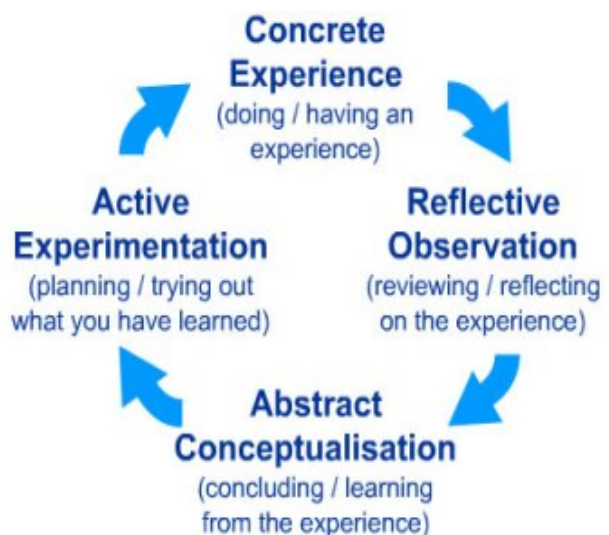


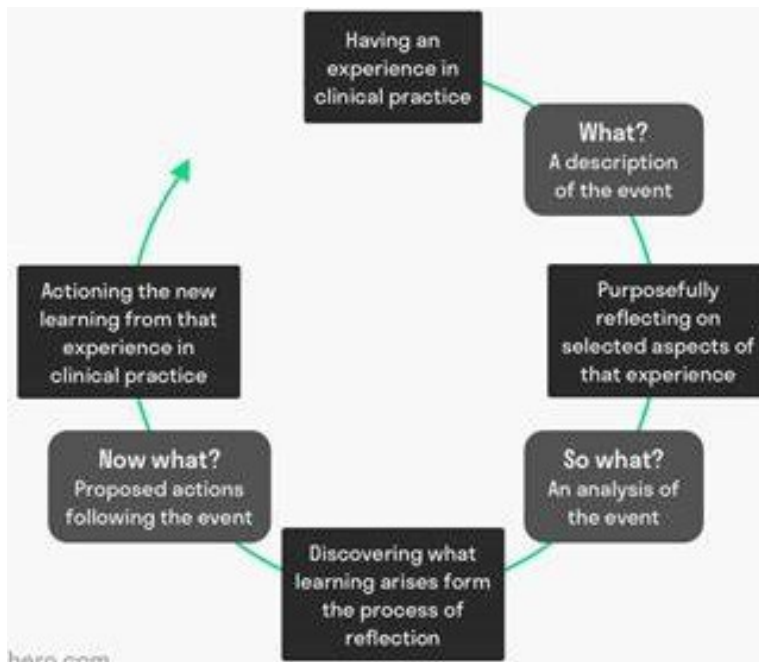
Gibbs reflective cycle (1988)

.Explained in page 4, the clearest model ever.

Kolb reflective cycle (1984)

- Reinterpretation of existing experience
- Important are any inconsistencies between experience and understanding
- Person has learned from the experience
- The learner applies the idea to see what is the outcome





Driscoll model (1994)

One of the simplest model you will come across.

Briefly:

- ❖ What? (returning to the event)
- ❖ So what? (understanding the context)
- ❖ Now what?(adjusting futures possible outcomes)

I personally find it crucial for best analysing and improve yourself within the experiences you continuously go through in life. For example I would like to talk about a very significant experience I had not long time, when I had actually the chance to restructure the process and verifying if my predicted outcome was actually as good as I thought it was.

I do trade in the market for living; one day a huge opportunity came across and it was absolutely exciting and terrifying at the same time. The risk involved was huge, but believe me the reward in case it worked out would have been just insane. I jumped in this trade in the end, no second thoughts. I rushed it and that was mere fact. I was sweating and shaking for the tension. I did not dig into my risk management before as I was not willing to lose the opportunity. The trade went against me, but fortunately quickly evaluating the moment I was in I made the right choice not to hold into it and I closed my position with a better than expected loss. What di I do after? I took paper and pen, wrote down the really bad and unprepared choice I made and squeezed my brain to find an action plan, a better approach for a similar situation. Two days after I was able to achieve the biggest 'win' till now, and I still contain losses and secure gains thanks to this new balanced approach I built during that bad experience. Believe me when I say reflection per se it is fundamental in your life.

CONCLUSION

I have not said enough on how important these key elements have been and will be in my career. I feel deeply changed and wiser in the professional environment and fortunately I have got the daily chance to demonstrate myself the great improvement I keep going through.

I have chosen those topics out of many because of the huge learning I have taken from them, not because they were more important than the others, but because I believe they are the basics and the absolute right tools You need to carry out any of the tasks or get through any difficulty a job will challenge You with.

I personally work in two completely different fields, hospitality and financial market , and I can assure You what I have acknowledged until now has been just wonderfully helpful in both.

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