



REFLECTIVE EVALUATION

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Module: LCBB4002

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Introduction

This reflective report will be based upon Gibbs' reflective cycle. I will talk about how I felt during my first assignment for community engagement on the chosen organisation "The Garden School" this school provide a learning platform for Children with Special Educational Needs (SEN). The report will include the emotions that I have experienced while preparing the first report and issues I encountered and how I managed them. I will talk about how it is important to have self-management skill and team-working skills. I will talk about how I learned to obtain genuine and reliable information for my report, the structure of a report, how to use Harvard referencing styles and avoid plagiarism. I will talk about my experience about the role play and the feedback I received for my presentation. Furthermore, I will also discuss the new things I learned during the preparation of my report. I will include a continuing professional development (CPD) plan that will cover the areas I need to improve in the future such as self-management skills, leadership skills, time management skills and IT skills.

Description

In November 2019 I started BA (Hons) Business Management at university wales trinity St. David from London campus. During the first few weeks, I have been asked to do my first assignment for community engagement, on a chosen organisation. I had to write maximum 2000 words, for me it was very hard based upon my knowledge. Afterwards, I got the instructions regarding the report structure from Mr. kalam my course instructor, Subsequently, I used online video portals such as YouTube to learn about Harvard referencing style. I used different dictionaries and thesaurus to learn about all new terminologies so that I can avoid plagiarism. I also used online library portals to gather information about academic writing so that I could avoid using informal language. I used Moodle to have a better understanding of the requirements that the module leader was expecting in the report. I used available academic resources for better an understanding of the course work's structure.

Feelings

When I entered university, I was feeling very anxious because of the new challenges I was going to face and language barrier. It was a new environment for me as I studied high school in Italy, and I was not aware of the education system in the United Kingdom. When the task for the report was given, I felt tremendously worried as I have not done a report before. At first, I did not know how to write academically, while listening to the teacher in lecture hall I was feeling very worried because I was not familiar with the terminologies that teacher was using in class. I started questioning myself, such as if I have the ability to do what teachers were asking for the report. At the same time, I felt very proud of myself making a dream come true and finally I had a goal to pursue. I Initially found myself Stuck because of the lack of experience and I could not handle the amount of stress I was dealing with. I was lost as my academic English was not good, I was really afraid to fail as it was very hard moment of my life as I felt hopeless, thinking to quit the education but I did not give up and planned to face the challenges during the course of my university.

I also had a lot of commitments such as having two jobs, it was very hard as I do not have a family that can support me in United Kingdom as I am living in private accommodation, so I had to manage everything by myself. I received a lot of help from my council library otherwise it would have been impossible to deliver my task.

Evaluation

Having reviewed Gibbs' reflective cycle I know that I should have done a better evaluation of the situation, perhaps I should have got leadership and communication skills so that I could communicate better with my class group and teacher, instead of isolating myself (Anon, 2019). Moreover, the good side of this experience was that I learnt the importance of teamwork, I started collaborating with my colleagues so that we could help each other. Before starting my report, I planned to gather the information, I started looking for help in the council library situated in my borough to start a report by reading topic related books and articles. I also started discussing with my peers after gathering information. afterwards I started doing my research about Harvard referencing style, how to find a genuine and reliable source and then I came up with idea focusing on my former school, the garden school as my chosen organisation. I have chosen this organisation since I worked for them for two years as teaching assistant. Afterwards, I started gaining information from the website of the school, and other relevant information for the report through google scholar. Meanwhile, my confidence was improving very much as I was understanding how the report should be done. According to Honey and Mumford learning style I now realised that I am a Pragmatist learner as I saw examples how to write the assignment after that I was able to understand properly the structure (University of Leicester, n.d.) Furthermore, I could have managed my time better, for example using tools such as a week planner. It was not easy to submit this coursework but thanks to my colleagues at the university I have been able to submit it even the time was not supportive. I have also learned how to use analysis tools such as strength, weakness, opportunities and threats (SWOT), political, economic, social, technological and legal (PESTEL) analysis and how they are useful to help an organisation on the internal and external markets.

Analysis

According to Gibbs' reflective cycle, a person can analyse himself in order to figure out what went well and what difficulties encountered in a specific experience (Brookes.ac.uk, 2020). Firstly, I should have asked the teacher one-to-one session so that I could ask him more information about the notes he gave in the class so that I could address the issues at first place. In addition, my action contributed to making the situation worse as I haven't organised my schedule properly leaving behind other course works. For my assignment one I was unable to manage time properly, for example I should have started my report writing as soon as possible but I started my report late due to my other commitments such job interviews, I also felt sick during the course of report writing and I was unable to focus on my studies.

I used the university's library to have access to reliable sources. Initially, I had look on the internet which type of words I could use, later I wrote my first draft. The most difficult part was to identify the structure of the report. I contacted the garden school and booked an appointment with the headteacher to interview her. I asked about her role and duties she performs in the school to gather information for my report. After starting my report writing I was also given a task to present the report in class. Preparing and giving a presentation was not easy for me but I managed to give presentation which was not perfect as some parts of presentation was hard for me to explain.

I learned how to handle a challenging situation at the workplace. however, I understood that I had to do a professional presentation within my allocated time rather than taking extra time, as well as briefed my colleagues about the task that I was about to demonstrate. Also, while doing a presentation I had to play a role within the organisation I have chosen demonstrating a customer service skill, I have chosen to present a daily situation that happened quite often at workplace and how to overcome those difficulties. Afterwards, I have received feedback from my colleagues and my supervisor. All the reviewers said that my presentation was overall not bad however one of the reviewers also added that the planning should have given more time and I should have been more professional. (refer to appendix B).

From this experience I learnt how to do a presentation in front of the audience and the importance being professional. I also learned how to take feedback of the audience in a positive way. I also learnt the importance of working in a group and how to give a professional and academic presentation. While preparing the role-play presentation I came across to know some of my weak points that I need to improve in future such as the use of academic terminologies and information technology (IT) i.e. Ms-Office, MS-word etc.

Conclusion

Since I joined a university, I have learned new things practically and academically which enhanced my exposure to face new challenges in coming years, I have learned to prepare a report and presentation, also, I have learnt how make a role play in an effective way. I also learned it is very important to have a good time management skill to manage the tasks properly which it is very important at university along with time management skills. I learnt to work alongside with my peers by doing this I learnt that it is important to communicate with them. I also improved my confidence as well as learning of new terminologies, in order to do that I will subscribe to financial times or the guardian so that I will improve my knowledge about new terminologies.

In the future I planned to overcome the issues and my weaknesses so I could be able to perform much better in coming semesters. I had prepared a career development plan so I can focus on my goals within the time frame I planned for the future.

Action plan

Looking back, I would do various things differently. I will make sure that I manage my time properly by setting three tasks a day with the help of using a weekly planner. I will improve my relationship with my peers as it is very crucial having a good relationship in order to collaborate together. I will make sure to be more organized with my university commitments, to do this I will use tools like agenda. Also, I will talk more with my teachers because it is important to have their support to achieve higher grades. Thus, I will also make groups with classmates for group study because in group study classmates help to understand the difficult concepts. About my management skills, I will talk to the library of my university to refer me some books and articles to learn about self-management skills. I will also use online video portals to learn IT skills and I will attend several seminars in future to make myself better in future. To improve my presentation skills I will take tips from my tutors and I will watch videos on online portals.

Reference list:

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Appendix

Appendix A - Career Development Plan

Name: Jabir Abdulqadir nur		Covering the period from: January 2020 To: May, 2020

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
I want to learn self-management skills so that I will improve my ability to do the most important tasks first.	I will watch videos on online portals to improve self-management skills. I will also take seminars. I will read books, articles and journals to improve self-management skills (T. Yates, 2017).	I will use YouTube, amazon education, Alison etc for videos. I will also use refseek, google scholar, research gate and online library portals for books and journals. For seminars I will check my library time table.	I will be able to finish important tasks on time. I will be able to plan my week ahead and will be able to prioritise important tasks.	End of March 2020
I want to improve my leadership skills so I can work lead the team in an effective manner.	I will attend different workshops and seminars on leadership skills. I will also read books with the title "Leadership skills". My university arrange guest speaker session I will attend those to improve my leadership skills practically (Harrison et al., 2019)	I will explore Different professional website portals for career building such as LinkedIn, Dostang etc. to get notifications or seminars and workshops nearby my town. I will also visit university and council libraries to explore books on building leadership skills.	I will lead tasks at my workplace and university, I will get feedback from my peers and seniors on my leadership skills. I will compare my performance with past	March, 2020

I want to increase my study time 35 hours a week to improve grades.	I will use digital sheet to track my study time every day that how many hours I studied every day, I will reduce the use of social media to improve my education.	I will use Ms-Excel or digital tracking software to record my study hours.	I will be studying 35 hours a week and will see my grades as an evidence of achievement at the end of semester.	May ,2020
I will improve my IT skills so that I can use various types of software's in my academic related activities.	I will take extra short course to improve my IT skills to learn Microsoft office software's such as Excel, power point, Word etc. and other software such as adobe photoshop or adobe reader to work on PDF files.	To learn the IT skills I need a personal computer or Laptop in addition to all software licenses to use or learn at home.	When I will be able to complete my all academic tasks without taking the help of others in IT work and able to use different shortcut keys while preparing the documents.	End of May 2020

Appendix B – Peer Evaluation role play feedback forms

DRAGOSA

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Peer Evaluation Role Play Feedback Form

Name of Presenter

JAB:R

Date

12/12/19

Activity:

	Poor	OK	Good	Excellent
Introduction (Explanation)				✓
Presentation (practical demonstration)			✓	
Conclusion (how well can you carry out the activity?)				✓

Any other comments

Good ^{CONCLUSION} communication skills
Good ^{AND} listening skills and
^{SOLVING} solving problem ^{ORIENTED} oriented.
More empathy towards the client!
_{CLIENT}

Signed:



Date:

12.12.2019

10/11

LCBB 4002 Community Engagement
Peer Evaluation Role Play Feedback Form

Name of Presenter SABIR Date 12/12/19
ABDULQADIR NUR

Activity: ROLE PLAY - D HAD TEACHER

	Poor	OK	Good	Excellent
Introduction (Explanation)			✓	
Presentation (practical demonstration)			✓	
Conclusion (how well can you carry out the activity?)				✓

Any other comments

Sabir give us good introduction ~~presentation~~.
The role play was played well. He finished
explanation very well. Full of confidence.

Signed: 

Date: 12/12/19

LCBB 4002 Community Engagement

Peer Evaluation Role Play Feedback Form

Name of Presenter *SABIR
ABDULQADIR NUR*Date *12/12/19*Activity: *ROLE PLAY - D KAD TGRAG*

	Poor	OK	Good	Excellent
Introduction (Explanation)				✓
Presentation (practical demonstration)				✓
Conclusion (how well can you carry out the activity?)			✓	✓

Any other comments

*You have played the role very well! But
you need to improve your vocabulary. Good
job and good result.*

Signed: *Vlad-
Vlada Popov*Date: *12.12.2019*

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Peer Evaluation Role Play Feedback Form

lecturer

Name of Presenter *Jabir* Date *12/12/2019*

Activity: *Head-Teacher in SEN school.*

	Poor	OK	Good	Excellent
Introduction (Explanation)		✓		
Presentation (practical demonstration)		✓		
Conclusion (how well can you carry out the activity?)		✓		

Any other comments

→ Role was clear
→ Planning should have been given more time.
→ Presentation was ok. but as a head teacher, you should have been more professional
→ Conclusion was ok but should have given more time to conclude.

Signed: *Ad Kalam* Date: *12/12/2019*