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Academic and Employability Skills

Report

Introduction

The purpose of this report is to reflect on the skills I have gained during this module and on the skills gaps. This will be done by using Gibbs' model of reflection.

Gibbs reflection model has different stages, made to help the person who is reflecting to self-visualise the accomplishments and take them to a further improvement. The second step is to, again self-visualise the gaps that needs to be improved.

Description

As a student of University of Wales Trinity Saint David, I was asked by my teacher of the Academic and Employability Skills module to build a reflective report.

In this report I will explain how this module helped me to discover new skills and to upgrade the ones I already have. Throughout this module, certain academic skills as communications, research methods or time management, have been the main priority of learning and understanding due to assignments I had.

These types of skills were necessary to accomplish my tasks and be able to successfully reproduce them in a different environment.

Problem solving and decision making were the employability skills that I had to strongly improve due to the fact that group tasks will occur during the module period.

Feelings

At that time when my lecturer asked me to do a reflective report, I did not know what exactly it was, and based on whose actions I have to build this report, it put me in a confused stage.

With research and with the help of my teacher I have learned and understood what a reflective report is and how to build one, with a clear view towards the task requirements.

Due to the fact that this is my first course I attempt and not having to deal with this type of situation before, made me feel curious and in the same time excited to see how well I can manage to improve my abilities.

I was confident in my learning aptitudes; I knew it will bring me joy and a happy feeling of achievement.

As the first layer of Robinson model "*Unconscious Incompetence*" says, I was unaware of my success or failure, due to the fact I never experimented something similar.

(Robinson, 1974, cited in Peter Morgan, 2017 p. 37)

Evaluation

This experience was and it is still good for me to understand and learn what I have and what exactly I need to improve within my skills and character.

During the time of the module I had an excellent teacher who helped me to understand the reason a person with great skills and attitude is needed in the society.

That made me concentrate harder, to become better and better so when the time will come to go out there and show what I am capable of, to be ready in performing and providing successful results.

Using Kolb's experiential learning cycle (Kolb 1989, cited in Peter Morgan, 2017 p. 33), it helped me to understand how I can use my class and research experience in order to reflect back or self-evaluate my skills and how I can use them for a higher efficiency.

Another model that helped me to reflect and realise the difference between reflection in action and reflection on actions (Shon 1983).

Reflecting in action is the present time when a certain action occurs and the person who is reflecting has the power to decide what works best at that given time, for that certain event/issue.

Reflecting on action, is when the action passed and the person reflects back at the event and the actions has taken,

in that time when the event/issue was “in action”, and how that helped, in an unexpected outcome. (Shon 1983)

Analysis

I will start by saying that spending time on learning and making your mind stronger is the best thing to do when aiming for a better life.

I chose to focus on my skills, some I already have although not yet polished enough, and some I not have and wish to achieve. As we know the best method to learn something is by practising. For example, my writing was never good, not even now I did not manage to bring it to a perfect level, but I have started practising it and now it is much better compared with few months ago.

On the other hand, my speaking it was pretty decent compared with my writing, due to the fact that I am working in a company that requires speaking skills and I had to learn it but is still room to improve.

Learning how to improve and discover new aptitudes that have the potential to bring me an advantage in a day by day life and most important when applying for a job that I desire, it makes me understand the impact of knowledge and the outcome.

All of the above is just the first layer of knowledge that I wish to improve, further more I will analyse my own **thinking skills** witch in my opinion are at a medium level, having an optimistic and calm attitude is an advantage

when trying to make a decision and resolve it in a faster and a proper way possible, although the environment of a job or a company it may affect your judgement and the reason I am saying this is the lack of experience in a specific field that you never practiced.

With the opportunity of doing this module and having the right teacher I have developed my social skills and found a way to communicate with others with a different approach, with a friendly and sincere attitude.

Being able to speak, delivering and receiving a message without a good attitude it is just a simple exchange of words, however when I add some character and a smile in that exchange of words is a whole diverse perspective.

I believe that learning how to communicate in a proper way it will bring me a positive result.

Communication is a big part of being a better candidate in a job market, however I need to add some team work to it, which in my opinion in this module I have learned how to work as a team member and how to communicate with others for a better result, sharing information with my team and coming with different perspectives upon the project. Honestly, I was amazed of the outcome and I realised how good it is to work in a team.

Being a leader is the most important piece in a team, a leader to coordinate the direction, and to provide guidance on the way to a common achievement. Without a leader it would not be a team anymore.

Being a leader in a truly way of speaking it is more than telling people what to do or give commands, while the so called “leader” is not participating to the process/task. This is my own perspective and way of seeing the leader attributes, and the main reason I am interested in learning the circle of skills which will make me a great leader one day.

Time Management, in my opinion, it is a fundamental skill, knowing how to manage my time and prioritise the importance or the urgency of a goal or task that needs to be accomplished.

(Covey, 1989, cited in Peter Morgan, 2017 p. 59).

“It is not really something that can be managed or controlled, regardless of what we do it will pass by, what we are really talking about here is the **Ability to Use Out Time Effectively**” (Peter Morgan, 2017, p.50).

Learning how to use time effectively and as I said earlier to prioritise my actions, which are studying, working, researching and so on. However, prioritising my goals can change as time goes by, it is important to prioritise the ones that are important in front of the ones that are not, all depending of the career I chose.

Punctuality it is another part of managing my time and being able to attempt work, school or other appointments at the right time without causing frustration and issues among other team members which will consider me irresponsible for not being able to present myself at the established time.

Furthermore, I have learned about academic skills which is a proper writing, as I said at the beginning my writing was bad, but with the help of my lecturer and me practicing it I am able to say an improvement has occurred.

Paraphrasing is another interesting and important skill that I have gained and understood during this module.

Without a full understanding upon paraphrasing skills I could not be able to pass my previous exams and make it so far.

The use of paraphrasing is when I want to copy or to say something that someone else already has said it, without using any quote it will be mark as a plagiarize.

To avoid plagiarism, paraphrasing is necessary, when paraphrasing the original text comes in a different form and words, although it needs to have the same understanding, for e.g. "Spending time on learning, it will bring a great future" / "My career will be brighter if my present knowledge will be improved".

Conclusion

In regards within my analysis of my skills I had started to evolve and discover, a faster way to encounter them was possible could pay more attention to my surroundings and to observe the difference of characters people have and start reflecting upon my skills since way back.

Some of the skills that I could discover earlier is how to manage my time and be more organised with my actions and learning.

As Britton and Tesser said, “being good at time management is vital, essential and a priority to master, for a student to be good is more than important”.

(Britton and Tesser, 1991 cited in Peter Morgan, 2017, p.52)

Reflecting back on my class learning, I could be more communicative and opened to discussions, not just a mediocre opinion with a low level of interest.

I managed to realise all those thoughts when I was asked to write a reflective report and look back at my learnings and achievements .

(Honey and Mumford, 1992, cited in Peter Morgan, 2017, p. 96).

Action Plan

As I mentioned earlier, being able to prioritise my actions and to make a difference between urgent and important it will bring me an advantage at my next project.

I am more aware of my abilities, what I can do and what I need to improve, I will stay focused and take my failures as a lesson.

I am planning to pay much more attention to the lecturer and start experimenting my gains in a daily basis for greater achievements.

Conclusion

In a final conclusion, all of the information mentioned above are some of the abilities that are needed for personal development.

Learning how to use Gibbs model of reflection it has guided me to the point where I can use my skills in diverse situations.

I highly recommend this method for anyone who will desire to reflect upon their actions and consequences, it will definitely help them in the realisation of their aims\objectives.

References:

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