

Beneficials

Today's work connects with the time management, online learning experience, academic and employability skill and public speaking and giving presentations.

Due to this pandemic, these past two years have been hard for me. I would stay home and do nothing. But joining the university has gave me a lot of reasons to learn and understand how everything work. Learning from distance can be hard but it is beneficial in several ways. Having to work with my classmates, communicate with my lecturer and doing assignments with my classmate friends has gained a lot of confidence in me. Before I used to struggle a lot due to lack of confidence, but this model made me understand what I should or not do. One of the things that I have learned from the university that communicating with my lecturer and classmates it is important. I genuinely feel that joining the University make me understand how to do new research, it also encouraged me to be more creative and have independent thoughts, it also gave me an idea how I can improve my digital skills, such as how to use Microsoft properly, what kind of data I should use for the right form. In the future it also might give me a chance to travel, study abroad and experience get to know new peoples. In my opinion online classes helps you to do flexible learning, lower cost for travelling (staying at home without going to the institute that is located far away from your house), having more comfortable learning environment (studying at home or library), practising options before taking an online classis, improve your technical skills, online mode allows you to contribute and be heard equally, it also helps you to develop and stick to your healthy habits, it manages your work time. Online classes motivated me and kept me in self-discipline and helped me reduce my mental health. The main part of this online classes the is beneficial is it stops spreading Covid-19.

Time is considered the most valuable thing in our lives. Starting this year, I have been struggling to maintain my time management. It became even more harder when I started my university due to my family illness. I could not think of anything other than looking after my family. There was a point where I was cooping with my university work. That was the point when I realised that I need to fix my timetable. It allowed me to fix everything and get on with my university work thanks to my classmates. In my opinion time management plays a big role here as it helps in achieving positive results at work by avoiding any mistakes. Being a nurse is not easy, you have to full fill the responsibilities from work and families. There are some nurses that still must finish their assignments, even during work time. Being a nurse can be really demanding, not being able to give time to family because of too much work, not being able to give time to every patience and that is the reason why is best to plan before hand it benefits you, especially for the newly graduated nurses. Even for students, making a timetable plan can help to maintain the time management and it also gains your confidence. This module has helped me a lot to understand how I can manage my time and spend it in a right

direction, it also helped me to understand how I can maintain my personal and my professional life. An important advantage of time management in the workplace is that you will experience a lot less arguments and heated exchanges. Due to being more organised, you will be less stressed and therefore more likely to communicate your message with clarity and respect. It is better to avoid creating problems with others by planning and preparing your day in advance. There is a point of diminishing returns if you carry on for too long. The power of arrest cannot be underestimated as it brings so many health benefits if you have the courage to listen to your mind and body. It also benefits you to managing your time more successfully significantly reduces your urge to delay and procrastinate over important university projects. For me, it helped me to manage a good time management and help me to develop positive habits encouraging my responsibilities at all expense.

Academic and employability skills can be useful to solve problems in the workplace and help an individual to work with others. For me, I learned how to develop my skills and knowledge, being more self-aware and reflective, and affectively being able to explain my skills and experience to others. It also acknowledged me how to read a job description to accurately write CVs for applications. It gave me self-confidence. What I have learned from this model that academic skills can encourage an individual to have confidence and participate their skills in the various department as well as outside of the classroom, it also involves academic writing, presentation skills, digital skills, referencing skills, critical thinking and reflective practice skills, it also taught me how to manage my time, essay writing, research, note taking skills. But on the other hand, employability skills taught me that it can be useful to solve problems in the workplace and work with others, problem solving skills is the ability to understand the problem and solve it (structuring into the smaller parts of focusing on the main issue), teamwork, sharing the ideas with your team or presenting to help the other employers, collaboration skills (such as backgrounds, religious, and gender). Academic and employability skills allow me to understand deeper of self-awareness, increases motivation, creates new opportunities, gathers clarity about the kind of life that I want, inspiration for study, having a clear mind. "It also involves deep and ongoing reflective (allows me to focus), Being alert or informed, taking personal responsibilities."

In this module, communication skill is one of the key skills that we all must acknowledge it, it helps to build a strong relationship in your professional and your personal life. Through communication you can understand the other person's emotions body language (because some people can be stressed and want to communicate with someone), it also allows you to respond in a well-mannered and respectful way, strong decision making. Good communication is a good habit of mine and this module helped me to develop my communication skill even more and helped me to gain more confidence. Well-mannered communications must be needed when we all are communicating with someone who is emotionally sad or otherwise it can affect them later. During learning about the communication skills, I came across with the

“effective communication”, Effective communication helps others to get more than what they expect out of life. It also saves time as there is little or no need for many conversations, this will benefit me in future when I do become a nurse. Communication is something that allows you to increase engagement (It helps to understand the front person a bit more and allows you to understand their emotion or intention towards you), promotes team building (Communication with your team allows you to share ideas and improves your mistakes). My goal is to be a nurse and to do that communication skill is important (because I will have to communicate with my colleagues, patients and their family’s members). Communication also can give you happiness, it is a one kind of way to let out all the negative energy inside us and provides positive energy. Communicating with one of our favourite people can also affect us and provides us to have a good day.

But on the other hand, presenting is another kind of teamwork. It allows you to build your confidence (sharing your ideas in front of 30 people can be stressful, so it’s better to build your confidence level), Sharing skills (it allows you share your work or ideas with your team members and also it helps you to correct your mistakes with the help of the teamwork), Being expert (being confident enough to present your presentations with well-mannered body language), Creating your own team (Being a leader of a team can be a big responsibility to have the ability to present the presentation in front of everyone). In this module, I felt challenging enough to acknowledge how to present it in professional way, It also gained my confidence that now I can present it in front of my classmates and lecturer confidently.

This module has taught me a lot of advantage stuff that will benefit me in future to fulfill my goal, it also will benefit me in my personal life, such as time management and communication skill.

Refencing:

<https://reviewmasternetin.wordpress.com/2020/11/24/academic-and-employability-skills/>

<https://www.liveandlearnconsultancy.co.uk/benefits-of-time-management/>

The book: THE STUDY SKILLS HANDBOOK by Stella Cottrell 5th edition

<https://climb.pcc.edu/blog/the-7-benefits-of-effective-communication-in-personal-and-professional-settings>

<https://www.genardmethod.com/blog/bid/148530/10-benefits-of-presentation-skills-training-for-employees>