

ACADEMIC AND EMPLOYABILITY SKILLS

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Reflect on my learning on this modul

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The purpose of this report is to reflect on my learning on this modul, and to write in my own words how useful they have been to me.

Learning certain skills helps you have a better job, a better life and to have a better understanding for the people around you.

I will say a few words about

- **Time management**
- **Problem solving**

Being able to divide your time, to know what is urgent and what is not this means that you are a good time manager.

Time management is very important to carry out the tasks at work and in the daily life.

The advantages of time management are

- **Career growth**
- **Assessing progress**
- **Setting priorities correctly**
- **Freedom and control over the personal psyche**
- **Anticipating opportunities**
- **Avoiding the pitfalls of time**
- **Proper management of resources**
- **Excellent relationships in family and society**
- **Avoid time conflict**
- **Avoiding guilt and excuse in case of failures.**

Time management have a huge impact in our life career, social life and family depend on this skill.

On this module I learn that is very important to have the ability of mastering this skill.

According to Eliza Madley(2017), "Time management is worth it. It will make your life better in so many ways. What is more it isn't that hard to start. Just take that first step."

This means that if time is not used correctly you cannot have enough time for important things.

At work if you divide the time properly everything is finished on time, that means you don't have to work overtime.

This way you will have time for social and family life.

Problem solving is another skill that will help your life.

Problem solving is identifying the problem and it consists of using methods to find solutions to solve a problem.

The next steps are to solve a problem effectively:

- **Identify the problem**
- **Be clear about what the problem is**
- **Understand everyone's interests**
- **Evaluate the options**
- **List the possible solutions**

- **Select the most good solution**
- **Make agreement's**
- **Agree on contingencies, monitoring, and evaluation.**

According to Hicks(1996),” People tend to do three things when faced with a problem: they get afraid or uncomfortable and wish it would go away; they feel that they have to come up with an answer and it has to be the right answer; and they look for someone to blame. Being faced with a problem becomes a problem. And that's a problem because, in fact, there are always going to be problems!

There are two reasons why we tend to see a problem as a problem: it has to be solved and we're not sure how to find the best solution, and there will probably be conflicts about what the best solution is. Most of us tend to be "conflict-averse". We don't feel comfortable dealing with conflict and we tend to have the feeling that something bad is going to happen. The goal of a good problem-solving process is to make us and our organization more "conflict-friendly" and "conflict-competent".

To put it all in a simple words the first feeling when a problem arises is fear.

Whether it is a problem created by you or someone else, it is in human nature to look for a scapegoat. In a organization, first of all, you have to treat a problem in a friendly way.

Fear will lead to the creation of other problems, because it will result in an incorrect approach in solving the main problem.

Therefore the problem must be identified, evaluated and to search for the best ways to have the desired result, and that is the solution to the problem.

According to Hick (1996), "Effective problem solving does take some time and attention more of the latter than the former. But less time and attention than is required by a problem not well solved. What it really takes is a willingness to slow down. A problem is like a curve in the road. Take it right and you'll find yourself in good shape for the straightaway that follows. Take it too fast and you may not be in as good shape.

Working through this process is not always a strictly linear exercise. You may have to cycle back to an earlier step. For example, if you're having trouble selecting an option, you may have to go back to thinking about the interests.

This process can be used in a large group, between two people, or by one person who is faced with a difficult

decision. The more difficult and important the problem, the more helpful and necessary it is to use a disciplined process. If you're just trying to decide where to go out for lunch, you probably don't need to go through these seven steps!

Don't worry if it feels a bit unfamiliar and uncomfortable at first. You'll have lots of opportunities to practice!”

Process itself is difficult because we all ath to find the best option is solving a problem,as a group or as a sigle person.

As a group the process itself you can say is easier, because you share the burden of solving it with someone else,but always to reach a solution you have to follow a disciplined manner,to follow the necessary steps to solve the problem.

Also the rush in making a decision to solving a problem is not good,because it can cause another problem,therefore, in order to find the solution you must be calm,and patient to find the best approach.

Time management and problem solving ar two of the skills that make my life easier,at work and in my daily life.

Personally I believe that mastering these two skills at work it will make your personal life much easier.

It is known that stress caused at work has repercussion in personal life, it can cause family breakdown, lack of desire to have a social life, lack of self-confidence, the inability to appreciate yourself as a person socially, in family and professionally.

Reflecting on the two skills I can say I managed to improve my approach regarding a problem or how to divide my time.

The definition of **CV** „Curriculum vitae” is the biography for a job, and the purpose is to highlight a person's qualifications. The CV itself is the life history of a person from a professional point of view.

In order for a CV to attract the employer's attention, it must be rich in information, to include all the years in which the person in question managed to specialize.

The **Cover Letter** is a document sent with the CV in which additional information is provided.

For writing a basic cover letter the following steps are required:

- **Greeting the manager**
- **The reason of writing the cover letter**

- How did you find out about that position(include the company name and position you are applying)
- A brief history of the last 5 professionals years(include the name of your last or current company)
- What makes you qualified for the current position
- What benefits can the company have if it hires you
- Use a polite formula at the end
- Sign with full name.

Knowing how to make a correct format of a CV and a cover letter can help to attract the attention of an employer.

Also depending of the position for which you applying you must have a vast history and a good professional training.

Reflecting writing is used to analyze an obsevation,an event,or a memory.The writer reflects on the impact that one of the mentioned events had on him.

Whether it's a memory,an event or something he saw thinking about it means it had an emotional impact on him.

In everyone's life there are moments that in time trigger a state of **reflective thinking**, we remember a moment in our lives when we should have acted but we didn't. Probably due to lack of confidence, lack of professional training, shyness, fear of the superior or it was the easiest path to follow.

Regardless of the reason in time that moment put a stamp on you.

According to Fink (2003), "reflective writing focuses on the writer's learning experience itself and attempts to identify the significance and meaning of a given learning experience, primarily for the writer".

A memory can trigger the process of reflective writing, first of all, it includes the feeling he had and the feeling he has on the writer. It also includes a description of that moment, how it acted, how it should have acted, the reason he did not act and also the fact that he did not act could have triggered a bad event.

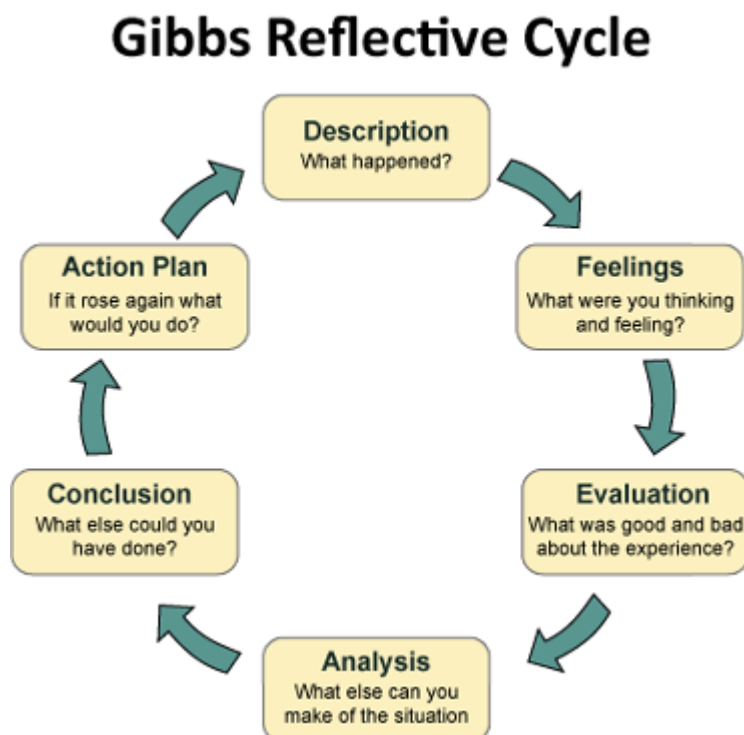
In year 1988 professor Graham Gibbs published the book "Learning by Doing" and it contained his Reflective Cycle. It is useful for people because it helps them to learn from situations they face in life. The Reflective Cycle can be used at work or in daily life, by

helping people to have a better processing on certain moments they are facing.

From experience we learn everything, but if we do not realize what we learned next time we will not be able to have a better result.

The five stages of Reflective Cycle are:

- **Description**
- **Feelings**
- **Evaluation**
- **Conclusion**
- **Action**



Description includes what happened, finding out where the event took place, who was present.

Feelings includes the way he thought and felt at the time of the event.

Evaluation it is to encourage the person to analyze the event, a good experience or a bad experience.

Conclusion is to help the person to draw some finding that will help to understand what happened.

Action it can help the person to have a better approach if something similar will happen in the future.

According to Melani Jesper (2003), "Gibbs's approach is characteristic of all strategies, or frameworks, for reflection that have developed over the succeeding years. Where Gibbs's reflective cycle stops, however, is at the action planning stage, and this is why we have used a broken line to link it back up to the descriptive stage. What Gibbs has created is a very good framework for the reflective process, i.e. learning from reflection on something. But it stops at the stage of proposing action. Hence, the reflection can stop, quite legitimately from this point of view, at predicting action in terms of 'If I encountered the situation again, what would I do differently?' Of course, as anyone with even minimal practice experience

knows, it is extremely unlikely that another situation will occur that is exactly the same as an experience that you have already had. Experiences may be similar, but they will not be the same. So, although Gibbs provides us with a useful framework for reflecting in the abstract, and usually away from the scene of practice, he does not provide us with the means to close the cycle, nor to move to reflective practice in terms of taking action.

Part of the reason for this lies in the fact that Gibbs's framework arose from an educational context, as opposed to a practice basis."

From my point of view Gibbs's Cycle is for the lessons you draw in life from certain events. It is normal to stop at the moment of action plan because it is a personal reflection on an event, or a memory.

Practically includes all the stages that the human mind goes through by understanding an event, the feelings and the way it acted.

Is like seeing an accident, and you wonder if you could have done something to stop it.

Gibbs's Cycle is for educational for daily basis, is like having a confrontation at work.

If it is possible that in life to live a similar situation I can't say yes or no. Is like the first parting is unforgettable, the second seems to pass more easily, the reason is that you have already gone through a similar experience?

No experience is like another, but the lived experiences help you to understand the future ones, to make better decisions and to avoid frustration because you didn't act early.

From this modul I understood that you have to trust yourself, keep calm when problem arises, always improve your knowledge, and always learn from your own actions. What I learn will help me in life, to understand myself as a person, to improve my work, and to make space in my life for family and social life.

6.03.2020

TOMA CORINA - ADINA
1909117.

Dear Mr Ivan,

and I attach
enclosed my CV

~~My name is Eric Brown,~~ and I am
writing to apply for the position of Office
Manager at Hyatt Regency Hotel. In the 5
years ~~I have~~ worked at Marriott Hotel I have
accumulated a lot of experience and developed
my full potential in office management. Applying
for the position of office manager at Hyatt
Regency Hotel is ~~an~~ unique opportunity to
utilize my skills ~~into~~ a respected brand.
~~In my~~ ~~I have~~ proved to be a reliable, professional
and efficient manager in my role as Office
Manager at Marriott Hotel. I have the ability
to work under pressure ~~and~~ to be a good
manager for my team.

Yours sincerely,

reliable

Yours sincerely Eric Brown,

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