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Academic and Employability Skills Module Assignment Submission

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Introduction

Employability and academic skills play an essential function in a professional's career. Therefore, it is essential that the professional is aware of his valid competencies and abilities. Employability and academic skills need continuously reflected and updated so that it is not considered outdated. The continuous research for qualified specialists is a contemporary fact; professional from any field needs to be prepared and mindful of their performance. Contrarily, it will be automatically out of the requirements of the workplace. In this case, self-reflection and personal assessment is a determining factor for training and raising the level of each's abilities.

Therefore, we will use in this work the model of reflection of Professor Graham Gibbs, of the University of Oxford that published his book "Learning by doing: A guide to teaching and learning methods" in the year of 1988. This model of reflection consists of six stages and helps us reflect on experiences that were not satisfactory or do not have expected results and learn from them. Gibbs' reflective model gives us an understanding of prejudgment and feelings as we review the latest events in life by becoming more aware of what we can improve next time and increasing the level of empowerment and results. Unlike other models of the reflective process, we must take into account that the Gibbs model considers emotions and feelings as an essential point of understanding.

The six stages are **Description, perception, evaluation, conclusion and action plan.**

Gibb's Reflective Model



Source: Gibb's reflective model

Description

In this first step, I will describe the process of what I learned in this module during the lessons in the classroom. First, I learned in the second term of the course on Employability skills and within that subject precisely the Personal Skills. (Yorke, 2004)

Learning how to develop Personal Skills is very important because in a classroom with other students of different ethnicities and different cultures, it practically exposes us how to handle and manage stress levels, as well as maintain an appropriate personal attitude and develop and maintain self-esteem and confidence in this scenario. Within this context, I have learned how to set personal priorities and

manage my time effectively. Time management is a tool that has benefited me a lot since I am already using in practice to prioritise the essential tasks both personal and the course has given me productive results, without a doubt I can complete the tasks in less time.

Interpersonal Skills is also an essential resource that I have achieved progressively in the classroom. The teacher always encourages us to do collaborative teamwork, helping us to have a greater understanding of colleagues and ourselves, their points of view as well as the ability to work proactively alone. (Rice, 2018)

Howard Gardner (1993) defines intrapersonal intelligence as the perception of our soul, our personal histories, knowledge of our stability and deficiency, intentions and targets. This is really important because it is efficiently helping me to understand me and work with others.

Another tool I learned through class and interaction with teacher and students in Communication skills. Communication Skills is fundamental because it helps us to have the ability to listen, process and interpret the information given. In the classroom, the teacher teaches, asks the students questions, interacts with us, and this makes all the difference because it allows us to express ourselves and the ability to communicate effectively in different situations. Also, I learned how to behave in a job interview.

We also learn writing techniques. I learned to produce my CV and to write clearly and well structured a Cover letter as well as emails. This tool has helped me to develop my essay.

I have learned different aspects related to Academic writing. This was very useful because it enables me to know how to write using a formal style. With the skills, I can prepare my assignments using paraphrasing, sentences structures, referencing techniques which is very important in academic skills.

I learned research methods in this module as well such as interviews and secondary data which is helping me to build my assignment in the other module.

I had the opportunity to learn the basics of digital communication for writing presentations in the PowerPoint Software. Presentation Skills is essential because digital communication is an indispensable tool for today. I learned how to create a presentation with a visual design that attracted the audience, clearly without losing order and content. I got these tools and could put them into practice in a presentation that we had in another module that we had in this term.

Feelings

Before joining the course, I had a rather shallow perception of academic and employability skills. I had no idea of the reality that awaited me. During class, as the teacher presented these statements and information, they need the current job market to demand. I realised the importance and the need I needed to appropriate and update myself on this new reality in my life and my professional career.

Honestly, I felt far away from this reality and entirely lost, but at the same time, it directed me to position myself and to get out of my comfort zone, to delve deeper into the subject and to adapt to these changes.

I realised that with the methodology, the university environment with several students from different cultures was also pursuing the same goal. With the weekly activities and the classes, they helped me a lot in the process of my learning.

Evaluation

After transmitting and expressing the feelings that have taken place in this experience, in this next step, I will try to evaluate and expose the process more openly.

One of the negative aspects that I witnessed in this module is that even learning in the classroom does not matter how much we get if we do not put enough time out of the class to study and reinforce what we are learning, it will only be informed and possibly forget because, without practice, there is experience. (Brown et al. 2002, p.19).

However, interaction in class with other students, be it teamwork or individually has developed resilience and proactivity in me. In this term, we did a presentation work in PowerPoint and thanks to the principles learned in this module. I had the

opportunity to apply these tools to design an excellent presentation like for example; less is more, the rules of eight seconds, the 66 routes of six lines that resulted in an attractive performance that generated high visual impact.

What was not very good for me was that I could not organise the proper way I was planning, bringing balance. Unfortunately in the last weeks of school due to work and personal issues, even with the skills tool I had difficulties in developing it in practice.

Analysis

What contributed positively beyond my will to learn and grow as an individual and also as a group is how the teacher uses the techniques for teaching, modern technology like PowerPoint and YouTube, using an accessible language, generating a friendly learning environment and security certainly makes all the difference in our results.

On the contrary, on the negative side because of parallel conversations, sometimes personal problems, or distractions because of the use of smartphones, the lack of attention causes us to lose focus and yield.

I believe that these contrasts serve to improve our performance and increase the receptivity as students and professionals who will expose in the future in the job market.

All this happened to generate within me a search for new opportunities and

experiences because I was in a zone of comfort and brought me understanding that I need to improve in several aspects.

Conclusion

I am happy to say that I have learned, and I have here essential tools in this module. My growth was significant in this period, and I learned that I could create presentations, write my own CV, work in teams and collaboratively.

However, I need to improve when it comes to academic and employability skills, and also I understand that I have to appropriate management tools to better my day to day performance.

I also learned that it is a must for me to get broad knowledge if you want to make a difference in the job market and have opportunities.

Action Plan

I understand that I need to improve my academic and employability skills. So, I have decided that I will become familiar with the subject.

Preparation and discipline should empower people in an advanced culture to compete with the best in the world. (NCIHE, 1997).

Mentoring is to help and encourage individuals to achieve their learning, so they can thrive their skills, boost their potential, enhance their accomplish and convert the person they want to be. (Gravells, 2010)

Based in this research I will ask a friend, colleague or lecture next time to help me and give me feedbacks and supervise me.

I will research and study more specifically on the subject. This will help me identify my points of weakness and vulnerability and thus strengthen those areas of need. I also have plans to share this knowledge with colleagues and friends as it helps to learn more.

Also, I will also make room to spend more time to be self-organised, and I will reflect on my practice. I believe this will facilitate the breaking of my limitations and to be aware if I am going into in the right direction.

Conclusion Report

Based on this work, I can conclude that I have become more aware of my weaknesses and how I can improve and hone my skills.

Many people find that they learn best through their own experiences.

However, if they do not think about them or if they do not consciously believe concerning how they could do better next time, it will be challenging to acquire something from them. Due to work and personal issues, even with the skills tool, I had difficulties in developing it in practice.

Gibbs' reflective model was an essential point of understanding to analyse what I might have done and what my attitude would be if it happened again.

Based on this study I believe it is a constructive way of reassessing our attitudes, feelings about experiences, adversity to improve our qualities to be a highly effective and differentiated professional in the workplace.

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