

LEVEL 4 ASSESSMENT SPECIFICATION

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Module:	Learning in the Digital Era		
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Introduction:

Having a set of transferrable talents is crucial in today's fast-paced, competitive environment that can be applied across various domains and industries. These skills not only enhance one's employability but also improve their ability to adapt to new situations and challenges (Thorne & Machray, 2018). I have learned the value of as I look back on my development as a person and an employee over the previous few years developing transferable skills and how they can help me achieve my future aspirations as a Lawyer. In this reflective essay, to evaluate the transferrable talents I have acquired along the way, I shall use Gibbs' reflective model and how it can help me achieve my future aspirations. Additionally, I will identify any gaps in my skill set and set specific goals to bridge these gaps.

Reflecting on Transferable Skills and Future Aspirations using Gibbs' Reflective Model:

Part 1: Description:

During the course, I have developed several transferable the ability to think critically, solve problems, communicate well, manage time effectively, and work well in a team.

Critical thinking is one of the transferable skills I have developed. It has enabled me to analyse information critically and make informed decisions. As a Lawyer, I will need to analyse large amounts of data, identify problems and provide solutions (Guilar, 2016).

Problem-solving is another transferable skill that I have developed during the course. This skill has enabled me to identify problems and come up with creative solutions.

Communication is also a transferable skill that I have developed during the course. As a Lawyer, I will need to communicate effectively with clients and stakeholders to understand their needs and provide recommendations.

Gibbs Reflective Cycle

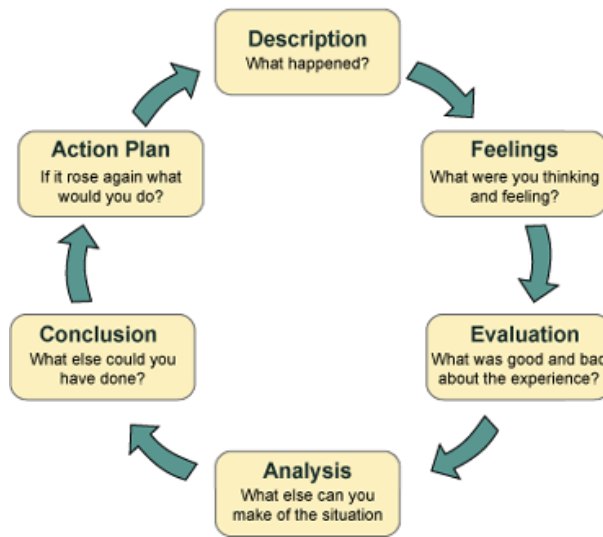


Figure 1: Gibbs reflective model

Source: (Gibbs, 2020)

Effective **time management** has enabled me to meet deadlines and manage multiple tasks simultaneously. In my future career as a Lawyer, I will have to manage multiple projects, and effective time management will be essential in delivering projects on time (Lillyman & Merrix, 2018). **Teamwork** is a transferable skill that I have developed during the course. In my future career as a Lawyer, I will work with teams to deliver projects, and the ability to collaborate effectively will be critical in achieving project success.

Part 2: Feelings:

During the course, I have felt a range of emotions as I developed various transferable skills. For example, I have felt a sense of satisfaction and pride when I successfully solved a complex problem or effectively communicated ideas to a group. I have also experienced frustration or anxiety when facing challenging situations, such as tight deadlines or conflicts with team members. Reflecting on these emotions can help me better understand how I respond to different situations and how my emotional state can affect my performance. By identifying my emotional responses and the reasons behind them, I can work on managing my emotions in a more constructive way and leveraging them to enhance my performance.

Part 3: Evaluation:

Reflecting on the development of transferable skills such as critical thinking, problem-solving, communication, time management, and teamwork can involve evaluating both the positive and negative aspects of these achievements. *On the positive side*, developing these skills can enhance my effectiveness in the workplace and in my personal life. For example, critical thinking and problem-solving skills can help me identify and overcome obstacles in my work or personal life (Grit et al., 2017). Communication skills can help me to build stronger relationships and collaborate more effectively with others. Time management skills can help me to become more productive and achieve my goals more efficiently. Teamwork skills can help me to work collaboratively with others to achieve shared objectives. *On the negative side*, I have experienced challenges and obstacles while developing these skills. For example, I have found it challenging to communicate effectively with certain individuals or struggled to manage my time effectively during particularly busy periods.

Part 4: Analysis:

Critical thinking and problem-solving skills can help me to identify and solve complex problems, leading to more effective decision-making and increased confidence in my abilities. Communication skills can help me to build stronger relationships and work more effectively with others, while time management skills can help me to become more productive and efficient, leading to greater success in achieving my goals (Cash, 2019). Additionally, teamwork skills can help me to work collaboratively with others to achieve shared objectives, leading to greater success and satisfaction in my personal and professional life.

Part 5: Action Plan:

To address the gaps in my skills, I plan to take the following actions:

- Enrol in leadership training programs to improve my leadership skills.
- Read books on emotional intelligence to improve my emotional intelligence (Bassot, 2018).

- Take on leadership roles in group projects to gain practical experience in managing teams.
- Attend networking events to build relationships with industry professionals and learn from their experiences (Thorne & Machray, 2018).

By taking these actions, I believe I will be able to bridge the gaps in my skills and achieve my future aspirations.

Personal Development Plan:

Table 1: Personal Development Pla

Student Name		Student Number		Module	Code
				Learning in the Digital Era	BMPL4007 BMPS4009
Specific	Measurable	Achievable	Relevant	Timebound	
Enrol in a leadership training program within the next three months to improve my leadership skills.	To measure my progress in improving my leadership skills, I will track the feedback from my trainers, colleagues, and team members.	Access to leadership training programs and materials to improve my leadership skills.	An opportunity to enhance leadership skills and grow as a leader	Enrolling in a leadership training program within the next three months.	
Read at least two books on emotional intelligence in the next six months to improve my emotional intelligence. (Guilar, 2016)	To measure my progress in improving my emotional intelligence, I will use self-assessment tools and seek feedback from colleagues and mentors.	Access to books on emotional intelligence, self-assessment tools, and mentors to help me improve my emotional intelligence.	it can significantly enhance emotional intelligence skills, leading to improved personal and professional relationships.	Reading at least two books on emotional intelligence in the next six months.	
Take on a leadership role in a group project within the next six months to gain practical experience in managing teams.	To measure my progress in gaining practical experience in managing teams, I will track the successful completion of group projects and feedback from team members. (Grit et al., 2017)	Access to group projects and mentorship to gain practical experience in managing teams.	it provides practical experience in managing teams, which can develop valuable leadership skills and enhance future career prospects	Taking on a leadership role in a group project within the next six months.	
Attend at least two networking events in the next three months to build relationships with industry professionals and learn from their experiences.	To measure my progress in building relationships with industry professionals, I will track the number of new connections made, feedback received, and	Access to networking events and mentors to help me build relationships with industry professionals. (Cash, 2019)	Establish relationships with industry professionals, gain insights from their experiences, and expand professional networks for potential career	Attending at least two networking events in the next three months.	

	opportunities generated.		opportunities.	
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Conclusion:

Reflecting on the transferable skills I have developed and setting specific goals to bridge the gaps in my skill set has been an insightful exercise. As a result of this introspection, I have a clearer picture of my abilities and areas for growth as a Lawyer. Developing transferable skills is crucial in today's ever-evolving job market, and I am confident that by focusing on enhancing my leadership, emotional intelligence, team management, and networking skills, I will be better equipped to achieve my future aspirations as a Lawyer. I will continue to seek out resources and support to help me achieve these goals, including leadership training programs, books on emotional intelligence, group projects, and networking events. Ultimately, I believe that by being reflective and setting specific goals, I can continue to grow and develop both personally and professionally and make meaningful contributions to my organization and industry.

Reference:

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