

Academic and Employability Skills

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Introduction

As a student, a person has to achieve various skillsets that will help him in his future life. Among those skills, time management, organising study and reflection is widely popular, and the students should master those skills. This report describes an organising study, time management, reflection, and public speaking or presentation skills. Besides discussing those skills, self-reflection is also noted with the help of Kolb's reflection model.

Kolb's reflection model

Kolb's reflective model has four levels, and by this model, a person can analyse his actions or doings. This reflective model posited that some events from the past recur throughout people's lives, leading them to generate fresh perspectives and new ideas (Svinicki and Dixon, 2018). People or a single individual will put these fresh ideas and concepts into practice in the future under different conditions. This process of introspection begins with firsthand knowledge and culminates in a hands-on experiment. Reflective observation and abstract conceptualisation in the middle stage describes what steps or actions can be taken differently in the same scenario by the individual.

Topic 1: Time management

Time management is one of the most critical talents a person can have, and every stage of one's life requires it. Time management is the process of managing and planning the division of tasks properly. A person can achieve his or her objectives through effective time management (Claessens et al., 2017). Aside from that, the individual can also achieve his or her organisational goals and his or her ambitions. As a result, time management is a critical skill required not just by people but also by the many stakeholders in an organisation (Macan et al., 2018). Time management helps a person to achieve what he wants faster. Besides that, a person can get more work than usual done with the help of time management skills. In addition to that, it helps a person waste less time and avoid various problems and helps create a clear schedule by which the person can get more leisure time in which he can do various other tasks.

I need to master the skill of time management. I have problems appropriately dividing tasks, and therefore, I face problems finishing time at the proper time. So, I need to improve this skill. By improving this time management skill, I can adequately divide tasks according to time, which will help me finish the task on time or before time. Therefore, I will get more leisure time, in which I can do additional tasks or allocate time for my hobby. Kolb's reflection model can reflect more elaboration on this reflection.

Experience

Kolb's reflection model's first stage is Experience. As I could not finish my work in time, I experienced the need for time management. I had to conduct classes alongside doing presentations, so I could not match time schedules because I did not have proper time management knowledge.

Reflection

Then at the reflection stage, I understood this late work could be improved by applying time management, as through time management, a person can finish work on time. Because of the short time, I could not complete the task in time, but if I had used proper time management, I could have finished the task in time.

Conceptualise

At conceptualise stage, the time management reasons, such as dividing of works, can be understood by me. Because of what I have learned, I will not be able to handle my work responsibilities in the future without developing better time management skills.

Application

Then at the last stage of Kolb's reflection model, which is applied, I can apply this understanding of Experience in my life by dividing works according to time. Besides, various books and tutorials can help me apply this in my life. I can learn time management through this, and that skill will mitigate my work failures.

Topic 2: Organising study

For any student, being able to organise their studies is essential. The organising study can refer to the proper arrangement of study materials and themes and the subsequent study of such materials and topics in a systematic way. A student or learner will learn how to prioritise which tasks due to this (Czarniawska, 2018). A student can accomplish his or her institutional objectives in this manner, which will assist him or her in becoming a good student. Aside from that, by planning his or her studies, the student might become more productive. To master this talent, the student must first set their study objectives and specify when they will complete. The learner must then maintain his or her concentration to complete the checklists that are part of the curriculum. Following that, the student will have an easier time completing his checklists, which will aid him in achieving his academic objectives as he will have an easier time completing his checklists.

As a student, I make an effort to keep my study materials organised. In my last project, I attempted to establish the subjects for my assignments at the outset. After that, I concentrated on the outline. Because I concentrated on the outline, I was able to finish all of the assignment's criteria efficiently, and I was able to submit my work correctly. As a result, I have a better grasp of organising my studies. Nevertheless, Kolb's reflection model may be used to demonstrate how I came to understand myself.

Experience

The necessity of study arrangement became apparent to me during the initial experience stage. Because it assists me in properly doing my task. This time around, I tried to lay out the topics for my tasks from the beginning of the project.

Reflation

Later, during the reflation phase, I may understand that I can accomplish my tasks more successfully than other students when I study by arranging them. I focused my attention on the structure. Using an outline helped me complete all of the project's requirements efficiently.

Conceptualise

As a result, in the conceptualising stage, I can see that I will be able to accomplish my assignment better than the rest of the class with my structured study because I will first outline my project and create a checklist that will assist me in staying focused and completing all of the checklists.

Application

Then, at the application stage, I can comprehend that, in order to apply structured study, I may utilise a notebook and phone reminders, which will assist me in remaining focused and achieving my objective.

Topic 3: Reflection

The awareness of self referred to as reflection. It can help a person understand and demonstrate his actions, which will help him analyse and improve his actions. People's ideas, behaviours, and emotions are examined in an awe-inspiring manner when they reflect on their thinking (Kornblith, 2012). In order to grow as a person, a person needs to be able to evaluate his behaviours. If he did not have it, he would be lost and reactive to everyone and everything around him, even himself. In addition to focusing on the end objective or the road toward that goal, reflection also focuses on making sense of the events and situations in people's lives. When people or a person pay attention to connections, emotional and mental states, new ideas, desires that ignited by a chance meeting, and regular intervals of pausing to reflect on the events of our day, week, or month, they may fill in the gaps on the map. However, this can also be dangerous if it becomes self-judgment instead of reflection.

I always try to reflect on my actions. Through this, I can have a better understanding of my works. So, if I have any flaws or flaws with my work, I can quickly identify them and take steps to fix them. Such as the last assignment, I have completed all the requirements, but the assignment earlier on that assignment, I could not meet the requirements. So, I have reflected on the reasons and understood that a lack of organised study caused problems. So, I took measures to do an organised study that helped me meet the requirements. However, this reflection can be done by Kolb's reflection model, which is given below:

Experience

By doing my previous assignment, with the help of reflection, I have identified that I have flaws because I have submitted my work late. Because of the flaw that I experienced, I have faced this problem.

Reflection

In this situation, I have reflected that the lack of proper time management caused this situation. By time management, I could have divided the work and allocated time and could have done work by this outline, which helps me utilise my time properly.

Conceptuali

se

The Experience went this way because of a lack of time management. So, I should learn time management. Through this, I can complete my work in time In the future, I will finish my tasks in time, which will help me submit my work in time.

Application

So, in this stage, I will master self-reflection. Proper self-reflection skills can be acquired by following a proper outline. Besides that, practising more can help me acquire and master this skill. By this, I can identify my flaws, and in addition to that, I will keep in mind that self-reflection should not turn into self-judgment.

Topic 4: Presentation and public speaking

Presentation is presenting something to the audience, and public speaking is speaking in the form of the public or audience. One of the essential skills for a student to learn is the presentation and public speaking (Widyaningrum, 2016). Because they can utilise it now and in the future. In order to have an effective presentation, it is vital to have a well-structured presentation and the ability to speak in front of the public. Audiences are more likely to pay attention to a well-structured presentation that is well ordered.

I have a problem with public speaking, for which I had to face the problem of conducting presentations. Here this Experience is reflected by Kolb's reflection model:

Experience

In my last presentation, I could not speak in the presentation properly. Because of nervousness, I froze at some points for which my presentation was not up to the mark.

Reflection

At this stage, I could reflect that my inability to speak publicly and my nervousness caused this problem.

Application

I can master this public speaking and presentation skill by practising more. I can interact with more people so that I can control my nervousness. Besides, tutorials from books and YouTube can also help me master this skill.

Conclusion

Students must build abilities now if they are to succeed in the future. After graduation, students who have learned these skills while still in school will be well-positioned to succeed in a competitive job market. It is also not like he will have to spend any more time working on these skills. In this study, presenting skills of the participants are measured, and their significance is evaluated. Also addressed is the significance of and methods for improving one's capacity for self-reflection.

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