

Reflective Report

Programme: Certificate of Higher Education Skills for the Workplace

Module: Academic and Employability Skills

Module Code: BMSW4001

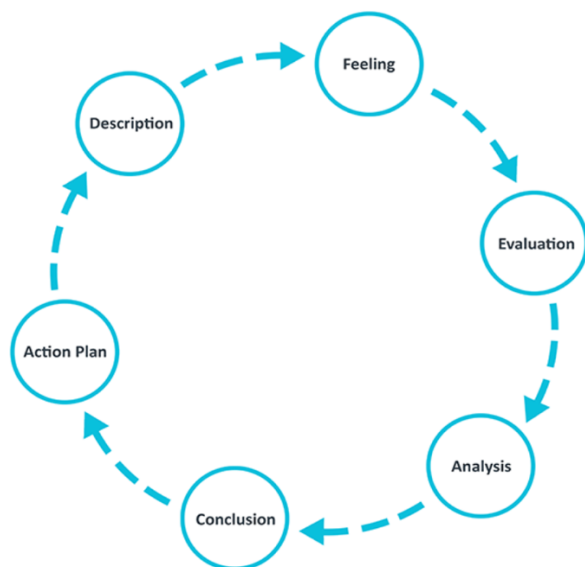
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Introduction:

This report will be a reflective report discussing my experiences and learning across the Academic and Employability Skills module. Throughout this report I will use a model of reflection called Gibb's reflective cycle in order to examine my experience of writing task 2 of this module, as well as my experience of working as a group on the week 8 activity of this module.

As previously mentioned, I will be using the Gibbs reflective cycle to examine my experiences of writing task 2 and my experience of working as a group. According to the University of Edinburgh, Gibb's reflective cycle was developed by Graham Gibbs in 1988 in order to give structure to learning from experience. This model offers a framework for examining experiences and allows individuals to learn and plan from things that either went well or not so well. The reflection model cover 6 stages: description of the experience, feelings and thoughts about the experience, valuation of the experience, analysis to make sense of situation, conclusion and action plan.



Evaluation of Task 2:

This section of this report will examine my experience of writing task 2 the academic report of the Academic and Employability Skills module. I will be applying the Gibb's reflection cycle and link it to my own experience from task 2.

The Gibbs Reflective Cycle

Description <i>(What happened?)</i>	For task two of this module, I was required to write a 1000 words academic report based on the most effective ways to motivate staff in a working environment.
Feelings <i>(What were you thinking and feeling at the time?)</i>	At the time I was a little nervous, as it was my first ever academic report and didn't really know much about it. However, after doing some research, reading my lectures notes and asking questions, I started feeling more confident and managed to complete the task.
Evaluation <i>(What was good and bad about the experience?)</i>	I think some of the good things about this task is that I learnt new things, I learnt how to Harvard reference, I learnt how to structure a report and how to do research correctly. The bad thing about this experience was that I found it a little challenging to know what information is right and what isn't from the reading I was doing.
Analysis <i>(What sense can you make out of the situation?)</i>	This section of my experience will attempt to explain why my experience was positive or negative. I personally believe that I had a positive experience doing this task. The reason for this is because I tried to look for factors that could potentially help me and improve my academic writing. Some of these factors include doing academic research, consulting with classmates, as well as taking notes during lectures. I believe my lecturer has made things very clear and understandable which has really helped me carry out this research.
Conclusion <i>(What else could you have done? Or what could you have improved?)</i>	Overall, I believe I did quite well in this academic report. The reason for this is because I followed the instructions on the assignment brief, as well as carefully listened during lectures. I am really excited to get my feedback back and to see what I need to improve on. However, for now, what I think I need to improve on is the sources of information. I think that sometimes I get information from unreliable sites which isn't convenient.

Action Plan

(If you did another presentation, what would you do differently? What skills do you need to develop?)

For the future, I will be focusing on some skills and actions to develop my writing. I will need to improve my attention to details skill because I had some wrong spellings. As well as consulting my lecturer regarding how I need to identify reliable sources of information.

Evaluation of working as a group on the week 8 activity:

This section will focus on evaluating my experience working as a group for the week 8 activity of the Academic and Employability Skills module. I will be doing this by answering some questions I was provided.

How did you show others that you were listening to their views and ideas?

What I have tried to do in order to show others that I am listening to their views and ideas is to try and make eye contact. Another thing I have done is nod my head to show them that I understand them and also, I have tried not to interrupt anyone whilst they were speaking.

How did you decide on which choices to make in preparation for creating your job ad?

What we as a group have done in order to prepare for the creation of the job ad is we decided on who's doing what and everyone has their own responsibilities or tasks to do.

In what way did you contribute to the completion of the group presentation or task?

As mentioned earlier we each had responsibilities or tasks to do in order to create the job ad. I was responsible for doing research and make the presentation presentable.

How did you make your ideas known to the group?

I was very talkative, whenever I had an idea, I tried to explain it to the group and justify why I think it is a good idea.

How did you decide as a group who would do what?

As mentioned earlier, we thought about what skill each team member has and based on this we gave everyone a task. For example, I am good at doing research, so I was the one to do research.

What did you do if you noticed someone was left out of a discussion?

If I noticed that someone was left out of a discussion, I would try and ask them questions to make them engage as well.

What did you do if someone did not do the work they had promised to do?

If someone didn't engage or worked as they were supposed to, I would try and ask if there's something wrong with them or if there's anything we can do as a group to make it better.

How did you contribute to the formation of the job ad?

I have contributed in numerous ways, I did research, presented, contributed to making the presentation look nice and professional.

What part did you play in presenting your completed work?

We all had different slides to discuss.

How did you research relevant information when preparing for the task?

I was the one responsible for research, I tried to look up keywords linked to our job ad in order to find relevant information.

How did you feel when presenting your section in front of peers?

At first, I was really nervous, but because they were common faces that I see all the time, it made me feel better.

<https://www.ed.ac.uk/reflection/reflectors-toolkit/reflecting-on-experience/gibbs-reflective-cycle>

Personal Target	How will I achieve this?	How will this improve my academic or employability prospects?	How will I know that I have achieved this?	When will I achieve this by?
Increase my confidence to speak in public	I will try to achieve this personal target by focusing on improving my verbal communication skills, as well as use gestures to emphasise points. I could maybe record myself presenting and then watch the video in order to	Having good public speaking skills and being confident is crucial because it can help with my career advancement as it indicates that I have creativity, critical thinking skills and professionalism. Employers value individuals who are dynamic and well-prepared speakers.	In order to know that my personal target has been achieved, I will need to constantly check my progress. I will do this by having some of my classmates evaluate me when I am public speaking.	I am hoping to achieve this target by the end of this academic year.

	write down what I think I did well and what I didn't. Most importantly I will need to practice, so every time I get the chance to speak in public, I will do it.			
Become more professional	The first thing I would like to do in order to achieve this personal target is to have a discussion with my lecturer to give me some advice. On the other hand, I will need to stay focused, learn about different manners and skills that shows professionalism.	Being professional is a crucial skill to have in order to be a successful employee. Employers look for staff who show professionalism because employees represent a company or a brand and having this skill is really important.	As previously mentioned, I will track my progress constantly and see if there's anything more I could do to increase the chances becoming more professional.	I am hoping to achieve this target by the end of this academic year.