

MARIANA GHRORGHU-1812687

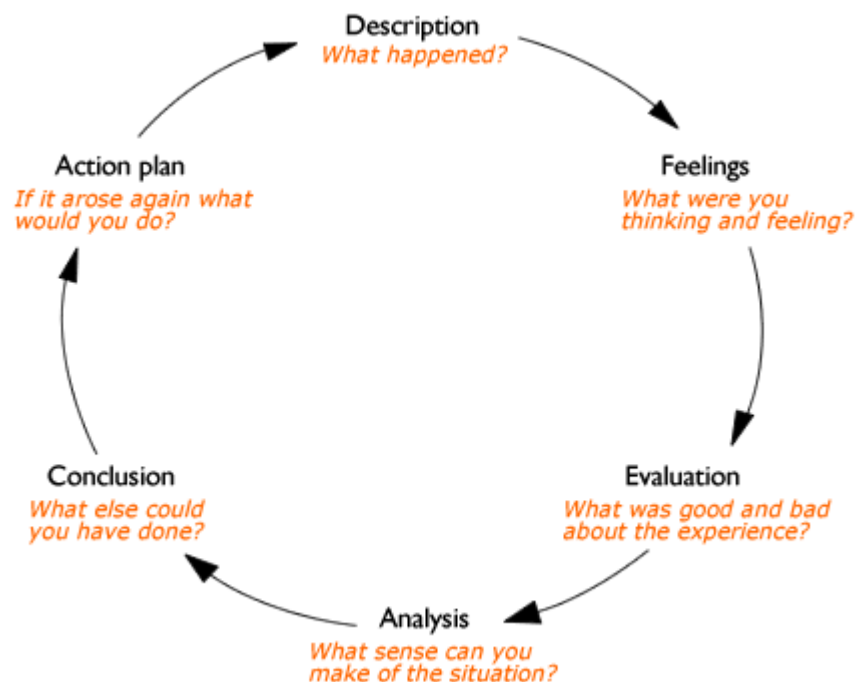
MODULE CODE/ COD Y MODIWL: BMSK4001 ACADEMIC AND EMPLOYABILITY
SKILLS

Task: Produce a reflective paper of 2,000 words, explaining how the learning in the module has helped you develop both your academic and employability skills. Reflect also on any skills gaps and suggest ways you might improve on these gaps.

INTRODUCTION

The purpose of this report is to reflect on the skills that I have learned or developed while I was studying Academic and Employability skills module. I will also talk about the gaps that I have, what I need to improve and in the end about my all experience during this module, the way it changed me and why was it useful.

For this reflective assignment I will use Gibbs's reflective cycle



DESCRIPTION

Last year, I got in that point of my life where I realized that in order to have a better job, a good career and to feel fulfilled in my work place, I need to get out of my comfort zone and do more. I have decided to join the University, and I chose University of Wales Trinity Saint David, London campus, Business Management, because it was the best option and the most appropriate regarding my needs and what I wanted to achieve.

FEELINGS

During this module I had a mixture of feelings, I was overwhelmed. In the beginning I got scared because I realized how challenging it can be.

I realized that there are so many things that I don't know and somehow I was pushed to learn, but in the same time, there was so many things inside me, so many abilities and some skills that I was not aware of.

At one point I wanted to give up, because I was struggling with learning, I could not find enough time to allocate to the studies, due to our busy life these days and it was the barrier language as well that was making me vulnerable. Somehow I was finding all extremely interesting and helpful, not only for my career, but for my personal life as well,

And just when I was to the point of giving up, I learned about time management and everything changed for me! I started to read more, research more, read and pay more attention in classes, and I realized that I made one of the best decisions of my life !

EVALUATION

Some people call it time management, some call it prioritizing. I also like to call it prioritizing, because it gives you a better understanding at what you need to do in order to achieve your goals

I was complaining that I don't have enough time to allocate to my studies, but I took a step back and I asked myself: "what is important to me? What is my first goal on the list?" And I started to brake things down.

In order to achieve your goals, you must have a plan, to dedicate , put energy, work and resources in to it."If you want to eat two frogs, eat the ugliest one first".(TRACY,2017)

What he means is, that we have to identify our frog(the most important task), and start with it.

As long as you are willing to change your old habits with new ones , and transform them in constructive habits, you're half way there!

We have all the same amount of time, but how we spend it, it's what makes the difference between successful and unsuccessful people!

Knowing what is important for you will help you to find ways that you will organize and plan how long will you spend on specific activities and at the end of the day the results will be amazing! You will find yourself less stressed, the productivity great and efficient ,you will have a better professional reputation, and the most important thing, in

my opinion, you will have more opportunities to achieve important life and career goals.(MIND TOOLS CLUB,2019)

Even though, it's not enough reading and learning if you don't really believe you can. Learning and practice can give you short term results, but it will never fully fill you. You must believe that you can achieve all these things, and here is the part where I learned about MINDSET Mindset is an extremely powerful skill and if you can work on that, everything will be possible!Of course you have to understand how it works first.

According to DWECK(2017), a growth mind set is the understanding that we really can develop our abilities and our intelligence. When we are born, we are at our highest capacity but somehow, life and the role that we have to play later on, separate us from our real self and based on what we experience, we become a person with a limited mind set.

According to (DWECK ,2017), it is possible to change a “fixed mind set “with a growth mind set” , that will let us focus more learning, increase effort and will develop willingness to learn from our mistakes. So I learned that everything is related with our behaviour, the way we see things and the way we perceive .Before I was thinking that I can't learn things or I can't change , but by practice , your brain will function differently, the way you want to, in order to achieve your goals.

I also learned about reflective thinking .This work is a reflective thinking, because I look back at my experience , I analyse and I also criticise .I discovered that I had already this skill, because after every important moment in my life I analyse what I did wrong, what was good, how that experience helped me and what can I do better or differently next time

I realised that in order to be a team leader,manager , or even to have a better relationship with our friends and family, you need good communication skills .That means you have to know how to listen first, you need to understand the other person point of view .

Being able to communicate effectively is one the most important skills in life. Communication is not only about passing the information verbally to another person, is about engaging with the person with you communicate and create a connection so that good things can happen out of that .You can improve your communication skills by the way

you operate in life .The best way is to think before you speak .it s better to take a moment and give full attention to what you want to say, in time will become like a habit and it will save you from many embarrassing situation and misunderstandings. Body language is important as well when you are having a face to face conversation, and eye contact .the better the posture you have the more you will look credible and thrust worthy. Maintain a positive attitude and a smile, treating everyone with respect and equally , are just things that we need to learn and remember , and in time will make a huge difference in our communication.(RIGHT MANAGEMENT,2015)

Academic writing was another challenging skill that I learned .I know that to work in a higher position you need to show some academic skills .It is important that before you start writing to have a clear idea about what you will write. It must have a structure , an understanding of basic grammar ,style and punctuation. You have to pay attention at the vocabulary as well, cos an academic essay it s about persuade others that you are an expert ,so you will need to make intelligent arguments .The way you make the analyse it s very important as well. You have to use a strong research and argument to back up what you said. A proper conclusion stand out immediately and evidence what was discuss in the main body of the essay and show how the evidence and the research was conclude or not.(5 WAYS TO QUICKLY IMPROVE YOUR ACADEMIC ESSAY WRITING SKILLS , SCRIBENDI ,2019)

ANALASYISYS

This module helped me to understand that in order to grow professional and in personal life as well, you need to get out of your comfort zone, and do things that you never did .I learned that if you don t have an action plan you will never succeed, or it will be much later. I learned that in order to achieve your goals , you must be truth with yourself. Knowing how to be a good listener , it will help in my work place. Knowing how to control my emotions when a situation is difficult , it will help to improve my relationship with my colleagues and my family as well. To get better at academic writing I will need to improve my English and my vocabulary , to read more .In order to give a presentation, I need to overcome the fear of speaking in public ,

and the only way I can do that is by practice, even if I need to speak in front of the mirror.

The biggest difference I seen between successful people and unsuccessful people , is not the intelligence , opportunity or resource ,it s the belief that they can make their goal happen (CLEAR, 2018)

I used to think that people that are doing better then me and achieve more then me, are actually better then me, but I found out that was no t true. When I read books and I sow that great writers are thinking same as I do, I could not feel more happier! I will believe in myself, and this module gave me the confidence that I needed!

ACTION PLAN

From now on i will put my goals on the paper. I will brake things down and i will start with what is important for me. I will set up small goals in the beginning for a short period of time.

I will read and learn more about academic writing, about paraphrasing and i will do more researches so i can know where to find and how to find what i m interested in . Its hard to work on your goal, but important is to stay focussed and i will reward myself every time i will achieve a small goal. Even this esse it s kind of reward for me, and makes me feel very proud, it s like i m already half way there, cos the secret is to see the end and the result first.

CONCLUSION

Nothing in this life was made not to be learned . The work that you put in, the time that you dedicate and your commitment to your goal, even if it s about your carrier or personal life ,make the difference between successful people and average people.

REFERENCES

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MIND TOOLS CLUB, 2019

5 WAYS TO QUICKLY IMPROVE YOUR ACADEMIC ESSAY

