

MODULE: ACADEMIC AND EMPLOYABILITY SKILLS

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Introduction

The purpose of this report here is to bring out the general idea about the skills needed to be in a position related to international business, specifically wine exportation. This report provides the strategies that can be undertaken to enhance these skills and to be a better version of oneself. Three of the most necessary skills that are needed to develop by the person to pursue a career in this specific path, here have been discussed in detail, such as time management skills, paraphrasing skills, and lastly summarising skills. In the latter part of this report, one particular skill which is public speaking and presentation skills has also been described on the basis of the job profile.

Overview of the Gibbs model

This Gibbs model is recognised as one of the most famous models of reflection globally. This famous cyclical reflective model consists of six stages of reflection that explores the whole experience. In the year **1988 Graham Gibbs** developed this reflective cycle from his experiences. This reflective framework provides a framework for examining experiences. These experiences later help to bring out the areas that might need to work on, and helps in learning and finding out things that went well or did not go well (Adeani *et al.* 2022). However, it follows the six stages, and these are in the following diagram.

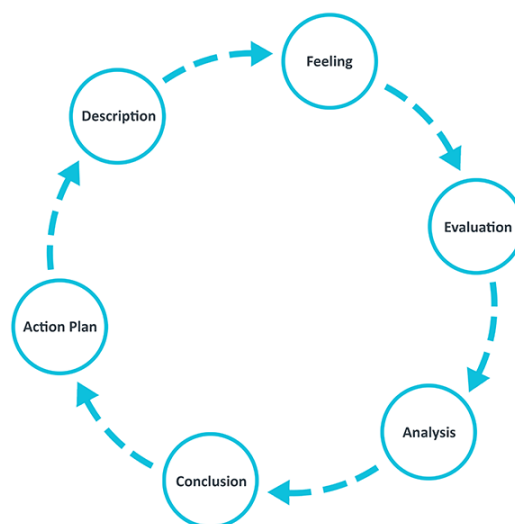


Figure 1 : Gibb's Model
(Source : Adeani *et al.* 2022)

1. Time management skill analysis using Gibbs model

Description

Time management skill is the key to managing the work and using the time efficiently and productively. It can be considered the art of managing the work and having ample time to do the important tasks ahead without feeling stressed at all. This task may sound simple but in reality, it is harder than it sounds (Ma, *et al.*, 2020). It is one of the most important skills that must be developed by anyone to secure success in life.

Feeling

I have mixed feeling both positive and negative. I feel like by developing this particular skill, I will be getting the benefit of managing my workflow. I can manage my personal as well as my professional life seamlessly. I will be more agile in organising my work and my daily routine. This skill will benefit me in developing the habit of managing time and will also contribute to my wellbeing.

Evaluation

I am quite confident about the job that I will be doing and that is in the wine exporting business. This way I will be developing the skills of managing time efficiently and this trait will help me overall shape my personality as well. I can be more agile while doing the deals and therefore, I will not have to worry about the working schedule too.

Analysis

Developing time management skills will benefit me in organising my working schedule efficiently. Several ways are there that will help me in developing my overall personality. While doing deals with the clients in my busy working hours, I can divide my working schedule pretty well. This way I can control my hectic schedule and worry less. This trait will be a boon to me in managing my work.

Conclusion

In conclusion, I must state that this skill will help me generate more positivity within my working schedule. Everyone must develop this particular skill to prosper in life. This skill teaches the necessity of time and also the value of utilising time in a more organised way. I can now handle the critical situation in a more arranged way. Therefore, building this skill is a must for everyone.

Action plan

Here in this part, I must shape my personality to develop this skill, and I can further improve my skill. This skill can be improved by reducing multitasking on a regular basis. I must organise my routine daily, then I should utilise time management apps to better plan my work. Besides, taking frequent breaks, avoiding distractions around me, reducing anxiety, etc. can help in improving this particular skill. This skill can not be developed overnight. It may take 3 to 6 months to develop.

2. Paraphrasing skill analysis using Gibbs model

Description

Paraphrasing generally means to state something in different words that are written or spoken. Paraphrasing is simply used for bringing out the meaning in a shorter and simpler form. Restating someone's ideas or thoughts in a shorter way in their own words can be considered paraphrasing. While paraphrasing one must cite the sources from where he or she has taken the statements.

Feeling

Here I too retain a mixture of the good of bad feelings altogether. I think while I will be doing my job paraphrasing will help me a lot. This skill will benefit me in making the clients understand the situation better. I will be more confident while dealing with clients. The feeling I had while developing this skill was a positive one.

Evaluation

This skill will provide me with a helping hand as I will be more confident about paraphrasing something very lengthy to clients. This skill will bring me the ability to state my opinion in front of clients in a more structured manner (Rossi, 2022). Overall in my professional life, this skill will be much helpful.

Analysis

In analysing this skill and making a sense of the situation here, I can state that this skill has been a great help for me. In summarising some lengthy statements, and in making the clients understand the situation here, paraphrasing skill has been a great benefit. Discussing with the clients here has been pretty smooth work with the help of this particular skill.

Conclusion

In conclusion, this skill has been a great positive approach to shaping my overall personality. Paraphrasing skills have made me able to work harder. Organising meetings, and elaborating on the situation in front of the clients here has been overall a pretty smooth task. Now I must carry the benefit of learning this skill in my professional life.

Action plan

Here in this part, I must work on myself to develop this particular skill. To improve this particular skill I must put my thoughts and words to my content or statement. Then after I should check my work before putting it in front of the clients, next I have to find different terms to match the original context. Besides, I have to get the general idea from the original work, then, I must make notes and check my summary before putting it in front of the clients. This skill can not be built in a short time span, however, within 1 to 3 months, I think I can develop this important skill.

3. Summarising skill analysis using the Gibbs model

Description

Summarising simply means condensing the ideas or thoughts of the other person. Here this term generally is used for stating something important in a short manner or in a short and appropriate way (Amir, Doshi-Velez and Sarne, 2019). Here some of the factors are needed to be kept in mind while summarising, such as one must not use quotes from the original sources, one should not add additional materials to the summary, and all the summarised contents must retain in-text citations here.

Feeling

I had a very positive feeling while I was developing this particular skill. I knew that this skill will help me in bringing the main context of the work-related tasks. I will be more agile and more confident when I will be dealing with clients there in my professional life. I can measure now that I have already built a very meaningful situation out of this skill.

Evaluation

In this part here I was very confident that I will be developing this skill in a very fast way. However, this has not been that easy as it took several difficult days to be built. I was quite sure that being determined will help here and it helps too. Now I can be more proper in delivering my statements in front of the clients here in my work life.

Analysis

In making a total sense of the situation here I must state that this skill has been a boon to me. I will be able to deliver a proper statement in a more structured way in every meeting I will be going to. Things will become easier for me to solve. I can overall draw a meaningful situation out of this.

Conclusion

This skill has helped me learn several things in life. I have learned not to stretch statements a long way. I can now properly summarise these statements in a more, meaningful way. Things have become easier for me to understand and make them understand, etc. This skill has also brought positivity to me. It has helped me in shaping my overall personality.

Action plan

Here in this part, several areas can be undertaken to better improve this skill. I must have to identify the sections of that particular text, then I must bring out the main ideas and the text's thesis. The need of distinguishing between minor and major details here is necessary. I have to re-order the ideas and the thoughts if needed. Besides, I must reserve my onions and pay attention to the transition words carefully. This skill can be developed within 3 months, and I am pretty sure about it.

4. Public speaking and giving presentation skill analysis using Gibbs model

Description

Public speaking and presentation skill is a must-needed skills for the betterment of anyone in his/her respective career. This skill includes the ability to speak publicly with confidence and also give a presentation in a meeting or in front of a huge audience (Management Library, 2022). This skill develops better communication within a personality and helps in achieving the goals he/she set for.

Feeling

In my professional life, I will be dealing across countries through my business. I have chosen this career path as a wine exporter. Here as I retain knowledge in this personal sector, I am very positive that every obstacle I face I can easily deal with as I will be developing the important skill of public speaking and giving presentations in front of people. This skill will help me in dealing with critical situations and I can easily solve those as I will be highly confident regarding my job profile.

Evaluation

As I have chosen this career path as my goal in life I, therefore, have studied this topic a lot. I retain knowledge about this topic and I am pretty sure that I will be doing my best as I will be developing this particular skill in me. This skill will help me better understand the scenario of the markets, I can be more confident in my work and can understand the clients more easily with the help of this skill.

Analysis

I will be more confident in giving speeches to clients and presenting something meaningful in front of them. Therefore, developing this skill will not only help me bring out my best version but also benefit the overall organisation too. My knowledge and my skills with this particular trait will do wonders for me, and I am quite sure about it.

Conclusion

In conclusion, I must state that this skill is overall a boon to mankind. In my career path, I will be meeting a lot of people and here this skill will help me out in solving critical situations.

Action plan

In improving this skill, several areas must be valued, such as observing the techniques that the experts undertake, must watch me in the mirror while presenting, then the need for positive practice is also mandatory. I should here learn the presentation without any notes, I must apply the technique of giving time to prepare. Besides, the use of presentation as an opportunity can also be helpful here. This trait may take approximately a year to develop and by applying these strategies I am sure I will develop this trait in me.

Conclusion

Here this report provides all the necessary information about the areas where the importance of the mentioned skills is elaborated. By elaborating on the Gibbs model, the skills are hereby very deeply and in a very structured way have been described. Besides, as the role of a wine exporter, the importance and the impact of the skill that is known as public speaking and giving presentation skill is also described here. It benefits the advantages, the areas where it can be impactful in a positive way, etc. aspects here in this report have been elaborated vastly. Therefore, this report gives a meaningful insight into the skills and their benefits respectively.

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