



Academic and Employability Skills- ACE Practical Portfolio

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Table of Contents

Task 2	2
1. Introduction	2
2. Explanation of Gibbs reflective cycle	2
3. Topics covered in module	3
3.1 Time management.....	3
3.2 Summarising.....	4
3.3 Online Learning Experience.....	5
4. Conclusion	7
Reference.....	8

Task 2

1. INTRODUCTION

The report will be discussing the learning skills that have been gained from the term. The usefulness of the skills has been discussed over here. Further, the Gibbs Reflection model has been aligned to this part and the reflection is done through this model. A brief overview of the Gibbs reflective has been stated in this reflection. A discussion has been done on the existing learning and on other skills that I have developed outside the class. Lastly, some feedbacks that I have received during my class activities have been also been mentioned and discussed here in this report.

2. EXPLANATION OF GIBBS REFLECTIVE CYCLE

The Gibbs reflective cycle is a model that is used for analysing the learning experiences that already exist within the learner. It is about reflecting on the skills. This model helps in understanding the gaps lying within a person that is resisting the learner from prospering. The reflective cycle helps in getting better for the future the gaps could be mitigated well and the learner can improve. The model is one of the most used reflective models as this is quite clear and precise. This includes 6 specific steps **Description, Feelings, Evaluation, Analysis, Conclusion, and Action Plan** (Gardner, 2021). These six steps help in identifying experiences that are already there in the learner. Further, this model also helps in finding out the strategies that could be applied for improving the performance level of the learners.

The Description includes the skills or experience which would be discussed in the context and then the feelings include how was the experience that means how the learner felt during the experience and how they are feeling after gaining the experience and so on. The evaluation is the positive and negative aspects that occurred during the experience (Adeani *et al.*, 2020). Further, an analysis is done include the reflection of the learner based on the positive and negative aspects of the experience. Moreover, the factors that were present to influence the learning experience are also stated here. The conclusion stresses the skills that have been gathered through the experience and further in what ways the skills would be applied in the future. Moreover, the certain skills that are needed to be developed are also included in this part. In the last stage that is in the action plan the actions that will be taken to develop the other required skill. It includes training, workshop, and others that will be beneficial to you.

3. TOPICS COVERED IN THE MODULE

3.1 Time management

During the term, I have gained time management skills. This skill has helped a lot. It reduces stress and I can now have a better work-life balance because of this skill. This has enhanced my concentration power as well. I started to focus on works more than before. I was not that serious about my responsibilities and had this time managing issue I used to miss my deadlines often and so on. The works have become quite simple and easy (Ivanova, 2021). There have been several aspects to the experience I gathered. There are certain limitations I have faced in acquiring this skill as well I had a problem of prioritising and was unable to say anything even if it hampering my productivity as well.

I used to receive feedback like I need to be quite active regarding the tasks I am being allotted. I more I will be slow at my work I can never finish up the tasks on time and submit them with good quality within the given period. I have analysed I need to improve my inactiveness in order to enhance the experience more. It is required to go through effective journals articles. Moreover, watching videos of experts can also help a lot in this part. I think I require nearly 4 months for completing this process. Adapting new things in some time is not that easy and thus, planning is very much important to make the process go in the right way and a memorable experience will be gained.

The time management skill is very crucial for any professional field as well. In the future, if I become a leader of any company then I will be given a charge to lead and manage teams and at that very point if I fail to manage time then I can never be an efficient leader. My subordinates will try to follow the same way I will be doing at my work. I need to enhance activeness and start doing the works with proper time management.



Figure 1: Tips for Managing Time

(Source: Adebayo, 2015)

3.2 Summarising

Often we feel low and less interested to go through some lengthy and complicated texts and thus, our learning part remains quite weak. Summarising is one of the best ways to solve this issue. The summary is the concept of the content written in brief in order to get the whole idea in short. This is quite helpful in retaining the interest of the readers. It is very effective during the time of emergencies. According to Özdemir (2018), this consumes less time and provides high benefits to the readers. The keywords could be focused through summarising. Out of this experience, I gained my learning ability. I knew that I have the capability to adapt to new things but not in a while. I require some time to get used to it. Even I understood the importance of time over here. In any emergency situation, we need to get into things that are short and precise so that we can easily overcome the scenario in a very less time.

Though there are limitations to it like, often the main portion might get missed out and moreover, it just not possible to a whole content accurately in a small paragraph and thus, the missing out of important are very common in this part. Further, I analysed that I need to need to enhance my patience level more. Being impatient can never help you to become successful in life. The more I will be able to keep myself calm and start reading the content

I will be getting the concept of the content accurate and to the point. For achieving this I need to do some workouts. Meditation can be quite beneficial to enhance the patient level. Mental peace is quite essential in this part. The more the mind will be steady and worry-free the learners can concentrate on their study or learning part more. Summarising enhances the learning ability. I even started thinking critically as I understood the importance of learning from this part.

Most importantly I identified that summarising has also enhanced my ability of understanding. Previously I used to take a lot of time to understand the content or any write-up as after going developing the practice of summarising my understanding capability enhanced. To mitigate the gaps that are lying within me I need 5 to 6 months.

3.3 Online Learning Experience

Online Learning has become trending these days and since last year it has become a mandatory practice. This scenario has turned up because of COVID 19 pandemic. The world is forced to maintain social distancing as there might increase the chance of getting infected and the disease is fatal therefore, to resist it the governments' strict decisions of lockdown changed the mode of life completely. The schools, offices all continued during the lockdown phase but via digital platforms (Frankfurt, 2021). I enhanced the online learning experience in this phase. The experience was filled with both positive and negative aspects. The positive part was it saved huge time and travelling costs. Tiredness was not there much and so on. This mode of learning is quite flexible as well. The sessions were conducted at a convenient time and others.

In contrast to this, there are certain negative aspects as well to this experience. I often used to face network issues. Not only the connectivity issue was faced by the host as well and thus, but this also delayed the completion of the course. The other issues that were experienced are less communication which usually led to misconception. Online learning is a good way of learning that is true because along with this I have enhanced my technical skill as well. Handling the modernised digital platforms requires a high technological base. I developed an interest in the technical part prominently. Previously I had little knowledge in handling technologies but now with time, I learned to use complicated devices as well.

I even enhanced public speaking skill. In class, it was not possible for the mentor to concentrate on each student closely and equally but it has become possible with the help

of online learning mode. During online classes, I was often asked by a mentor to present something regarding the courses to all and this has developed my speaking skill. I am quite confident right now and moreover, the nervousness is completely gone. The part I need to develop more is my listening skill. The more I will be able to listen to others efficiently. In the case of problem-solving, it is essential to have good listening power. Problem-solving is another skill that is required in every stage of life may it be the academic phase or professional.

The feedback I used to receive from my mentors, seniors, and others motivated me a lot they said I need to work on my presentation part, the speaking needs to be more fluent, and so on. They even said that the contents of my presentation are usually strong I just need to work on these parts so that there remain no gaps in any public presentation session. For developing this I need to practice more and more. I need to start with my own content more and work on it. The more I will be practicing I can enhance a strong speaking base. I need to implement my skill in relevant fields. Moreover, this skill is very much crucial at my professional stage if I hold any managerial post especially. For developing the skill I will require 6 months maximum.



Figure 2: Online education

(Source: hindustantimes, 2020)

4. Conclusion

The report has identified three specific topics Time management, summarising, and online learning experience. Here, the reflection of a learner has been identified where the usefulness of the experiences has been discussed. Here, through Gibbs reflection cycle in every topic, the 6 specific stages have been identified. The skills that I acquired out of class because of these three learning have also been identified in this report. With time management I enhanced the ability to balance my work life well. On the other hand because of summarising I improved my learning skill and even I am trying to enhance my patience level. I need to start with meditation and other free-hand exercises.

Lastly, with the online learning experience, I developed my technological skill and on the other hand, public speaking skill also enhanced. I was quite of nervous nature before this experience I understood that this online improved my public speaking ability and now I need to improve it more. In this part, the action plan that is required to improve all the gaps that are lying within me has also been identified. To prosper in the future I need to follow the plan developed.

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