

Academic Report

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Introduction

Throughout my time of learning this module, I have learnt that the use of reflection would have to be used in every concept of life. Reflection can be used within my personal life, academic life and working life as well as business. Within this report I will be explaining as well as giving a full analysis of my reflection of this module and use this within my work environment which is being a Healthcare assistant (HCA). I will be using the use of time management, public speaking, reflection. and cover letter. As all listed above is to be seen as the most important to incorporate within the use of reflection.

Description

Upholding the position as a highly determined HCA has brought a lot of skills which I would and still do use within my life, education, and studies. The first skill I incorporated is patience. Due to the people, I consult with, it teaches me to have patience within myself and with my patient. Showing patience towards others brings understanding, comfort, and time to reflect on the conversation, event etc. All together this brings common ground between everyone and ensures that myself and my patient are on the same page and are also comfortable with each other as appropriate friendship is important.

Another skill I collected as a HCA is clear communication. Communication is the basics to ensure you are asking for the right things and saying the right things. Unclear communication can lead to unprovoked tense with myself, colleges, classmates, clients and etc. Having to make sure that everything I say is clear and direct to

Public speaking and giving presentations.

Public speaking and giving presentations to either small or big groups can be seen as a scary obstacle to face. This concept can bring a lot of emotions and anxiety to the brain however once having the right strategies and techniques, to have excellent and clear public speaking and giving the best and direct presentations. Based on research there are a lot of presentation courses to take to improve presentation skills which would reflect on public speaking.