

Module: Skills Development in the Workplace

Module code: ACMA 4013

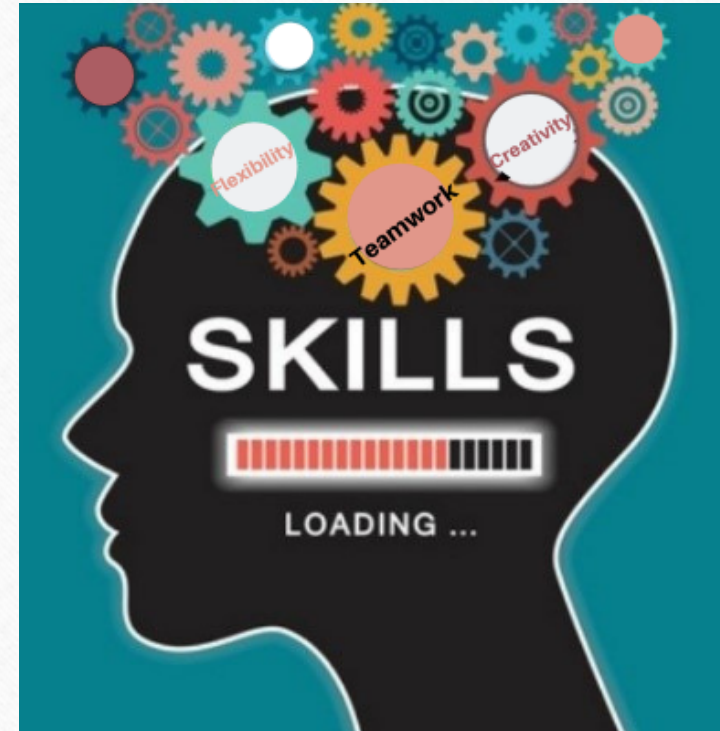
Assignment Title: Reflective Journal

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Introduction

The process of skills building begins with identifying and recording the essential competencies (abilities, knowledge, skills, and behaviours) of the organisation, followed by the identification of skill gaps and a strategy for how to improve those skills inside the organisation.



Task 1

Topic 4 - Making Statements

Making statements, an essential component of human communication, enables us to express our viewpoints, influence others, and participate in a variety of dialogues (Firth, 2014). I can now see the value of it carefully, precisely, and empathetically formulating these words after thinking back on my own experiences.



Task 1

Topic 4 - Making Statements

My professional path began with an entry-level position at a company. Early on, I was ignorant, often said unfiltered things, and was motivated more by passion than reasoning. I can't help but recognise the development I experienced in my ability to communicate effectively.



Task 1

Topic 4 - Making Statements

- Improved a lot about leadership and communication to improve and make statements appropriately.
- I became more aware of the value of courteous, clear communication. This academic achievement in making statements changed my attitude toward making claims; it was not just intellectual.
- My attention moved from being defensive to encouraging a collaborative and progressive atmosphere.



Task 1

Topic 4 - Making Statements

Even in my personal life, my statement-making style changed with time. Early on, when I was still naive and confident, I would make aggressive, often dogmatic assertions. Without thinking about how my views would affect my relationships, I would express them.



Task 1

Topic 4 - Making Statements

After reflecting on my experiences, I have concluded that words and statements should not be used as accusatory weapons or overbearing batters but rather as a means of fostering understanding, cooperation, and progress.



Task 2

Topic 4 - Searching for Solutions

My professional, personal, and academic experiences have all been woven together throughout the course of my life by the ability to search for solutions. My viewpoint and skills have considerably changed due to my ability to search for solutions to various issues and obstacles.



Task 2

Topic 4 - Searching for Solutions

In my line of work, as an employee of a company, I often run across challenging jobs and unforeseen roadblocks. These difficulties were intimidating and overpowering when I was starting. I often felt burdened by the ability to search for solutions.



Task 2

Topic 4 - Searching for Solutions

- My ability to search for solutions has been an equally rewarding adventure in my personal life. I discovered that dealing with personal issues often requires greater reflection and comprehension.
- Education has always played a significant role in searching for solutions. The focus of my academic years was on problem-solving, whether it was for academic issues or philosophical discussions (Lee and Trimi, 2018).



Task 2

Topic 4 - Searching for Solutions

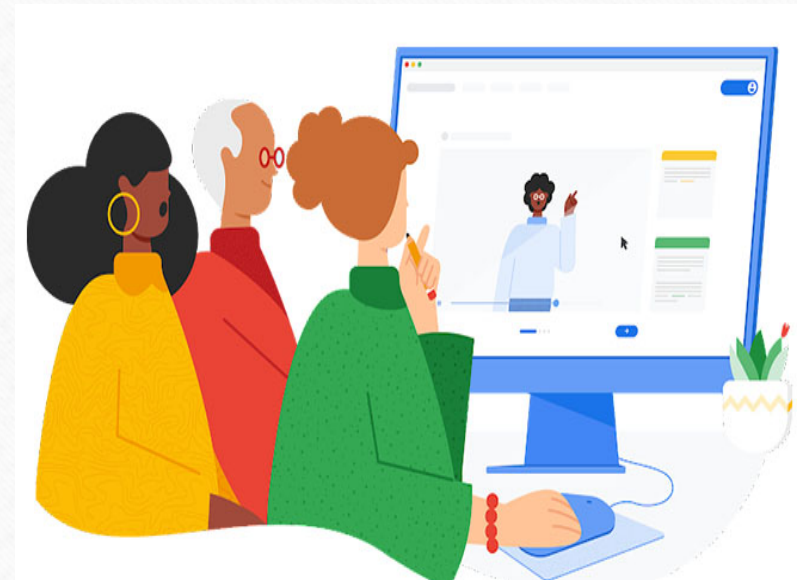
Reflecting on my path, I see how searching for solutions has fostered my development and learning. I now have useful abilities like analytical thinking, creativity, resiliency, and empathy. These experiences, whether at work, in my personal life, or in my educational institution, have taught me that difficulties are not obstacles to growth and learning but rather chances for such things.



Task 3

Topic 4 - You must participate to have a chance to win

It has been a guiding philosophy in many facets of my life that you must participate to have a chance to win. This principle captures the essence of active involvement and an eagerness to take risks, and it is relevant to my job environment, personal relationships, and academic endeavours.



Task 3

Topic 4 - You must participate to have a chance to win

When I was a young professional at a business, I saw the value of this idea of participation in my working life. The company's annual innovation challenge served as a pivotal turning point where the idea initially resonated with me in my personal life as well.



Task 3

Topic 4 - You must participate to have a chance to win

On a personal level, this idea became very clear during a competition for internal innovation at my company. I was first reluctant to present my proposal due to my concerns about receiving negative feedback from the public and the likelihood of failing. However, I mustered the bravery to engage because I wanted to contribute.



Task 3

Topic 4 - You must participate to have a chance to win

The idea of participating to have a chance to win was crucial to my academic experience. Especially when I got the chance to share my research results at an international conference during my postgraduate research studies. Given the competitive atmosphere of the occasion and the calibre of the academics who would be in attendance, I was cautious. However, after considering my prior experiences, I chose to take part.



Task 3

Topic 4 - You must participate to have a chance to win

You must participate to have a chance to win sounds very true in light of these situations. The participation resulted in unforeseen successes and priceless development, whether facing rejection at work, discussing personal issues, or presenting academic findings to renowned researchers.



Task 4

Topic 4 - Closing the Loop

Closing the loop is a philosophy from the unit that focuses on bringing a process to a successful conclusion by incorporating feedback into the framework for ongoing development.



Task 4

Topic 4 - Closing the Loop

- Closing the Loop started to matter in my life regarding relationships and growth. I became aware of how often I would ask for views and suggestions without necessarily acting on them.
- I learned from this experience how crucial active participation and commitment are to interpersonal development.



Task 4

Topic 4 - Closing the Loop

Closing the loop was a crucial component of my learning process throughout my academic journey. We had a mechanism for providing comments on our work throughout my time at university. Like many other students, I did not give this criticism much thought.



Task 4

Topic 4 - Closing the Loop

- As I reflect on these encounters in many parts of my life, the idea of Closing the Loop becomes a key tenet of ongoing development.
- It has taught me that although feedback is a priceless tool, its full potential can only be realised when it is actively used to achieve progress or closing the loop.



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