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Assessment 2

ACADEMIC AND EMPLOYABILITY SKILLS

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INTRODUCTION

There are essential skills that are required by employers for their prospective employees to be equipped and competent in order to hit the ground running and effectively produced results in the organization. Employability is defined as the enhanced capacity to secure and maintain employment by graduates or sets of achievements like skills, understandings and personal attributes that ensure graduates are gainful employed in their chosen occupations. Therefore employability skills are typically considered essential qualifications for many job positions and being able to attain employment success in any level within a business environment (Rehman & Mehmood, 2014). Employability skills are as important to the graduates as they are to the employers because due to the rising cost of recruitment and training, it is beneficial to the employers when they are able to attract and employ individuals that are readily competent with essential skills that would enable them to adapt and efficiently produce results for the organization.

The report would use Gibb's reflective model to evaluate and analyze the employability skills covered in the class. The Employability skills that would be effectively reflected on using the Gibb's model are time management, academic writing, and public speaking. The model would show the necessary action plan that would enable a successful implementation that would ensure that the reflection is beneficial and applied accurately to be gainfully employed in future.

GIBB'S REFLECTIVE CYCLE

The Gibb's reflective cycle is a model of reflection that was designed to enable learners to think systematically about the distinct phases of an activity or an experience and it is a process of reflection where the outcome of a previous reflection informs future actions (Wain, 2017). The model of reflection would be used to analyze the three selected topics taught during this module to effectively evaluate and implement the experience.

REFLECTION ON TIME MANAGEMENT

DESCRIPTION

The topic time management was very revealing and educative because it showed me the flaws in my ability to carefully plan and manage time to effectively complete the set tasks and objectives of the day. Time management is an essential quality in any organization and being able to manage one's time shows that the individual is highly self-disciplined because there would not be procrastination of tasks and the quality of work produced would be high (BrainBridge, 2020). Therefore, the time management topic showed me the importance and I could deduce where I was lacking in my planning of my tasks because I was not planning my time according to my strengths, but I was able to rectify this by putting the most challenging task at the period of the day in which I was most productive.

FEELINGS

Before the topic, I always knew I was not the best in time management because I have defaulted in some deadlines in the past when I was part of a project. I tend to be easily distracted and procrastinate a lot by putting off jobs to do in later times. Studying time management and the

tools that would be beneficial to the skill has shown me that to be successful, I needed to start planning and arranging my daily task in an appropriate structure or format that would ensure an efficient completion.

EVALUATION

The experience was an interesting lesson to note because initially, I was not feeling very confident about the prospect of completing the planned tasks but after the topic, I was able to start planning and scheduling my tasks for the month. The experience enabled me to analyze my abilities according to the time of the day and I was able to realize that I was more productive and energetic between 11 am and 1 pm. Therefore important and essential tasks that is set around the time in order to carry out the task at the high capacity period or when I am more productive.

ANALYSIS

As a professional, it is important that time be managed properly and efficiently because it is an essential resource that would determine the success of an individual or organization. Using the SMART goals model, it enabled me to draw up daily task that needed to be completed within a specified time and the tasks were planned in a way I could best implement my abilities. According to (Cechova, 2019), the SMART approach which is highly recommended for personal as well as professional goals is an approach that ensures professionals are given the focus, clarity and motivation that are usually neglected when goal setting. This is one of the reason I was successful in implementing the lessons of time management because using the SMART

approach, every task was given a timeline and their importance to my personal and professional life was emphasized in order to visualize the goals and purposes.

CONCLUSION

Understanding time management and implementing the lesson in my personal and professional life is an essential step towards being employable because the skill would ensure that I could be responsible for time sensitive projects and I will always be productive. Continuous training and participating in projects with deadlines would improve my ability to be time conscious and utilize every minute of the day effectively.

REFLECTION ON ACADEMIC WRITING

DESCRIPTION

Academic writing is a different kind of writing from journalistic writing because it requires the ability to compare hypotheses and provide supporting evidence that would give credence to one's opinion or provide a critical view of a subject matter. According to (Fang, 2021), academic writing differs from how everyday conversation unfolds and it involves expressing one's ideas but those ideas need to be presented as a response to some other person or group and they are carefully elaborated, well supported and tightly stitched together. This is the essence of academic writing because the topic was meant to improve the way I express ideas and support arguments in my writing in order to effectively express the ideas and information that would be decoded easily by the reader.

FEELINGS

Academic writing was never my strong suit and I find it challenging to search for reliable sources that would provide credible evidence that would support an argument in my essay, I felt I needed to be taught in detail the essential techniques that would enable me to start writing academically in order to write articles that could be published in journals and other academic websites. The topic gave me a positive and optimistic feeling because I have been poor in the past and one of my essays was criticized by my supervisor and the work lacked enough evidence to support the argument and it was poorly referenced.

EVALUATION

Being able to write academically is not only beneficial to academic work but it could be applied in a professional setting where team members and other participants in a project would be able to read and assimilate information that is transmitted through published journals and newsletters. The topic showed me the necessary processes that would be needed to be an effective academic writer because it would require proper referencing that ensures sourced documents are credited to their writers. Academic writing topic enabled me to recognize the importance of building a paragraph with clarity and simplicity in order to enable easy assimilation of the facts and arguments using the correct form of referencing.

ANALYSIS

My inability to properly generate coherent paragraphs and sentences were quite obvious in my earlier essays and writings because looking back at the works, I could see many areas that lacked the essential information that would educate the readers or the sentences were incoherent because there was no connection or flow between the sentences and paragraphs. Paraphrasing and referencing are essential components in academic writing because they are used to give credits to other academic works that have been used by me. Failure to recognize these writers in my work shows that I am unethical and the work could be deemed plagiarized.

CONCLUSION

Academic writing is an essential skill that is expected to be possessed by graduates in the working environment because employers expect that the new intake has undergone several pieces of training and practices while in school that would be beneficial to development. The topic enabled me to understand the importance of using fundamental elements like referencing and paraphrasing that would ensure that any academic works that were written by me would have been supported with relevant evidence and the writers quoted were effectively referenced.

REFLECTION ON PUBLIC SPEAKING

DESCRIPTION

Public speaking has never been a fun memory for me since childhood because I find it very hard to express myself even among my family and friends and it is usually worst among strangers. When I am required to speak to a group of people even on a topic based on a familiar subject, I tend to fumble and mix up my words which makes my words incomprehensible to my listeners. My inability to effectively communicate and eloquently deliver a prepared message through speaking is a detrimental factor to my prospective employment opportunities because the workplace environment is comprised of regular interactions and it is essential that I am able to deliver messages to colleagues and others effectively. Public speaking was described as the ability to address a group of listeners either live or via electronic means of communication that is aimed to achieve a specific goal or provide an image for the listener through different techniques of influence, information and entertainment (Novakovic & Teodosijevic, 2017).

FEELINGS

I always felt uneasy when I am meant to speak publicly to any group of people and leading to the time to talk my anxiety levels shoot up and during this period, I tend to forget the main points I was supposed to express. My inability to properly speak in public has left me feeling very bad and sad because in school I was not able to speak eloquently during one of my group presentation in a course and that caused me to be marked poorly. This is the reason I was excited about this topic because I feel I would be able to understand how to properly prepare for a public speech and be able to express my ideas, opinions and information eloquently to any group of people.

EVALUATION

The topic of public speaking would be beneficial to every part of my life as an individual or professional in my field because communication and interaction are basic day-to-day functions of humans. I still find it challenging to speak in front of people and this has mitigated my ability to deliver a credible PowerPoint presentation. I would like to improve my confidence level in speaking because this is an essential skill that is required in my prospective career. I will continue practicing by participating in every speaking assignment or utilize every opportunity to present and speak to any group in school, church or other public gatherings.

ANALYSIS

Prior to the topic, I would endeavor to be bypassed during any speaking assignments of any sort or I would give myself the smallest role in a group presentation because I would not want to talk for long and in the process put the whole group in a bad position due to my inability to express my points. But now I am less worried about public speaking and PowerPoint presentation because I was able to learn and understand the ways to mitigate the crippling tension that comes with public speaking and I have learnt how to speak with authority and clarity in front of any audience. Despite the improvements, there are still noticeable stuttering that could still be improved and connecting of ideas during presentation could still be improved.

CONCLUSION

Continuous practice and participation in different speaking classes and presentations would ensure that the skill is improved and sharpened. There are noticeable improvements especially in my confidence level in front of any group in which I am supposed to make a speech or present an idea. This is an essential skill that is required in any organization and I would always seek ways that would enable me to practice and improve the skills in order to be able to effectively deliver messages successfully to the listeners.

ACTION PLAN

SKILLS	IMPORTANCE	PLAN	RESOURCES	REVIEW DATE
Time management	Proper planning and scheduling of daily activities in order to utilize the resources available effectively	Implementation of SMART plan and utilization of To-Do list	Tedtalk Youtube Books Lectures	1 year
Academic writing	The ability to produce peer-reviewed journals. The essay works with less plagiarism.	Continuous practice using academic works such as journals, dissertations and projects.	Peer-reviewed journals Books	1 year
Public speaking	Ability to present ideas and information eloquently.	Continuous practice in public speaking groups. Watching TedTalk videos	Youtube Lecture notes Textbooks	1 year

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