

Academic and Employability Skills

Lecturer's Name- Toyin adisa

Reflection on my learning in the module

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Learning on time management and organising study Gibbs' reflective model

Description

After finishing the module, I was required to submit an assessed written solo assignment about a particular topic from the module within the deadline of a month. As I was familiar with the topic and considered one month to be enough time for preparation and submission, I decided to start it not before two weeks had passed. After starting, I realised the task was not as easy as it appeared initially and involved a certain amount of research work which was a time-taking affair.

Feelings

Before starting the essay, I was relaxed and happy due to my familiarity with the topic, however, my feelings soon changed after I began it. I understood that I mismanaged my time and felt frustrated about being overconfident. As I felt guilty for being overconfident and irresponsible, I put in extra effort to finish the assignment while maintaining its quality in the two weeks I had left.

Evaluation

First of all, the good thing about the whole experience was that I was able to submit the essay of satisfactory quality by the deadline. Moreover, my feelings of guilt motivated me to work harder to finish the essay as well as complete other assignments I was allocated for that time. However, the negative point was my poor judgement of the situation that led to the extra burden at the end.

Analysis

The irony of this whole situation is that I struggled with managing my time for an essay regarding the time management module. After the whole experience, I gathered that I did not take the importance of the course seriously before facing the troubles in real life. Therefore, it was a valuable lesson for me as the theoretical teachings of the time management course had real implications in my practical life. In my course, I learned that managing time efficiently is related positively to performance in the course. Further, I learnt that effective time management also helps to reduce stress by avoiding any last-minute rush. My ability to take extra

pressure and finish all the assignments in the allocated time proved that I am able to multitask effectively when required which was a positive outcome of the whole situation as multitasking skills are significant in this competitive modern world.

Conclusion

I learnt that overconfidence is a really negative aspect of my character which led to my mismanagement of time. Also, I learnt that despite undertaking a module about time management and organisation, my organisation skills are not up to the mark as I failed to organise my tasks effectively beforehand. However, on a positive note, I learnt to prioritise my work and use theoretical learnings in actuality after this experience.

Action plan

In the future, I will use the Pickle Jar Theory of time management to prioritise my tasks when setting up a schedule so that I can get the important jobs done first (Chansaengsee 2017). It would allow me to finish my assignments in time while reminding me of the important and unimportant things I need to get done daily.

Learning on academic writing

Gibbs' reflective model

Description

The description is the first stage of the cyclic model of Gibbs that allows the participant to provide an overview of his/ her experience and create a context for further discussion (Tawanwongsri and Phenwan 2019). Here, I

will describe the experience that I went through during the module on academic writing. We were given lecture notes and other essential study materials to go through them and at the end of the course duration, we were asked to complete a 2000 word academic essay on a given subject and a 500-word report explaining our understanding of academic writing. We were strictly instructed that the writing should be in a complete formal tone and statements should be grounded with proper references.

Feelings

Being aware of the format and style of academic content primarily I thought that accomplishing the essay would be easy for me. At that point, I was happy and relaxed thinking about finishing the task before the deadline and carrying the highest mark in this module. However, after two days in this task, my preconceived thoughts started to be proven wrong and it was taking a long time for research that I did not consider prior to starting the task. The dilemma was emerging in extracting accurate information from the accessed journals. Some of my classmates were found to be equally confused as me while some of them were clearheaded about their content.

Evaluation

In this entire week, I went through both good and bad experiences that made me overwhelmed sometimes. While I was finding it hard to find accurate articles for the essay my friends were there to support me in finding the keywords for the topic to jot them down and continue the writing by elaborating them with my own understanding. This positive contribution was the most helpful and undoubtedly went best during the whole situation.

On the other hand, my grip over a strong vocabulary and use of formal tone in writing eased my writing.

Analysis

Coming to the good experience of this course module, my friends were supportive because I believe I am a supporter of their good deeds and helped them whenever they sought my assistance whether in study or personal life. Also, I realised that strong vocabulary is the key strength that helped me the most in writing the essay. Also, I subtly followed every instruction of the module professor that removed obstacles in every aspect whether starting a paragraph or writing concluding remarks on the overall research. Now coming to the downside that challenged my superiority, over-confidence was the stumbling block that affected my decision-making. As said by Liu, Xu and Herrera (2019), overconfidence creates a cognitive bias and affects decision-making. In my case, the scenario was no different.

Conclusion

This assignment has helped me develop knowledge on academic writing along with an in-hand experience that I can apply to advance my academic career. Like me, I believe that it helped every other student enrolled in the course. Apart from academic assistance, this course was also beneficial in making me recognise my strengths and weaknesses which I later discovered were vocabulary and overconfidence respectively.

Action plan

If I have to repeat the same task again, I will ward off the sense of overconfidence from me that will help me eradicate the cognitive bias and ease my decision-making. Also, the knowledge I acquired on research and referencing will definitely be applied in future assignments.

Learning on CV writing

Gibbs' reflective model

Description

This module was assigned in the third week of the course and the learning process was both theoretical and practical. We were taught about every considerable key point while writing a CV and ways for making it eye-catching and suitable for the advertised job. After completing the 1-hour class for four days one assignment was given instructing us to write a CV appropriate for the manager position in a multinational company.

Feelings

CV carries the highest significance in the job market (Wallrodt and Thieme 2020). According to Woo et al.(2019), a better and optimized CV provides the accomplishment of the applicant along with a highlight on his/ her strengths, skills and competencies. Being aware of the importance of the CV in this highly competitive job market, I was excited as well as enthusiastic about learning this particular module. With every new instruction on CV writing provided by the professor, I was sensing the progress in myself in acquiring this particular writing skill. While doing the assignment on CV writing, I kept every subtle detail of instruction given by

the module professor that eventually helped me write a brief yet well-prepared CV covering all important events and accomplishments.

Evaluation

The best part of this entire module work was learning new skills of CV writing and making myself prepared to be competitive in the job market. One thing which I believe did not go well is the lack of practical application. Although we were given the assignment to write a CV, I felt that practice once was not enough to learn it effectively. Also, after seeing others' CV assignments I found that most of us wrote in a similar way, even the section presenting our personal strengths was exactly the same.

Analysis

The analysis is the second stage in Gibbs' reflective model that helps make sense of the underlying mechanisms driving the situations (Markkanen et al. 2020). As per my analysis, more engagement of the professors would be beneficial in this learning module. More study materials and examples relating to CV writing should be provided to the students. Also, the difference in CV structure based on job description remains unaddressed in the course.

Conclusion

Learning this particular topic helped me write a well-prepared CV which will assist me to get a job in this highly competitive job market. Apart from this course, I also have joined some social media groups which helped me practice and apply my learning in real life. Further, my overall experience was great and worth of enjoyment.

Action plan

I believe that next time I will write a better CV with more subtle details on my accomplishment that will capture the attention of the recruiters.

Learning on public speaking and giving presentations Gibbs' reflective model

Description

Being the first stage of Gibbs's reflective cycle, "Description " creates the scene for the entire discussion by providing an overview about the experience including the incident, present members, expectation and outcome of the situation (Adeani, Febriani and Syafryadin 2020). During the practical classes, everyday we were given a topic and told to speak for 5 minutes covering all the necessary points of the given topic.

Feelings

Public speaking skills are indispensable not only in a leadership position but also while expressing opinions to others (Zhang and Ardasheva 2019). That is why I was very happy learning these skills.

Evaluation

This stage of the reflective model helps one evaluate the situation by taking a step back and rethinking the situation (Ahmed 2019). The best part was professors' support in acquiring these skills whereas lack of confidence was reflected in my public speaking.

Analysis

Analysis over a certain situation needs clarification about some points including the actual aim, expected decision to make, identifying certainties and uncertainties and the influencing factors present in the scenario (Cairns and Wright 2017). My analysis of the situation made me realise that lack of attention to detail somehow reduced my capability as a public speaker. In the last presentation, when we had to accomplish a 5-minute speaking over the given topic and a 10-minute PowerPoint presentation, more illustrations would better clarify my statements.

Conclusion

In this learning module, practical application was more than theoretical understanding which was the best part of the module. While I realised that an empathetic vocal tone and a strong vocabulary are my strengths, professors noticed a lack of detailing in my presentation.

Action plan

The action plan is the ultimate stage of Gibbs' reflective model that is accomplished after reflecting on the overall situation that one went through (Dhaliwal, Singh and Singh 2018). This section helps in re-evaluating the scenario, reassesses oneself and provides better solutions for future accomplishments. The knowledge I captured from this module will surely be applied in my future public speaking scenarios and while giving presentations.

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