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BSMW4001

Academic and Employability Skills – Report

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Write an appropriately structured academic report where you reflect on your learning in this module, using a recognised model of reflection (one). Discuss 3-4 topics from those covered during the term (listed below) and reflect on how useful they have been to you, taking into consideration what you already knew and any learning you undertook outside of the classroom. You will need to explain the chosen model of reflection and apply it to each topic. You will also need to analyse published literature relating to the specific topics you discuss and use the

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Introduction

This report is about reflection on my learning, and I will be using Kolb's model of reflection to evaluate and explain my learning progress.

I have chosen these following topics: Time management, Public speaking, and CV writing. which I will be reflecting on: I believe that those topics will help me and have a big impact on my professional life if I can muster them. Taking a reflection on them is a big help for me to know the stages I find myself on each of those term.

Public Speaking

Public speaking is a term which can be described as a skill. A skill where we are able to deliver our, knowledge, thoughts, ideas with confidence and making sure that the public get a clear message. With public speaking, comes communication skill. I believe they are linked to each other once they kind of have “the same objective”. I think if someone have a good communication skill it is a halfway to be a successful public speaker, and if you are a great public speaker, you definitely have got that communication skill. I can also say that they both are about being persuasive and as an entrepreneur this is a key skill for me as I really need it to make money.

Concrete Experience

Seven years ago, when I was in college back in Portugal, we use to have a presentation as part of our evaluation for the final grade. The presentation consisted in reading a book and then, present it to the class. Of course, that, when I first heard that I got “terrified.” Something that I am pretty sure, everyone would be and even more when they do not have that much experience on it. Be standing in front of at least twenty people is not an easy task for everybody. Then after I have completed some presentations, I saw that if I want to be good at this, something might have to change on me. Which leads me to the next part.

On my point of view “Public speaking can be divided in two categories. Those categories are: **Confidence** and **Communication**. The reason I say that is because; people may have a good communication skill but not have the “confidence”/self-confidence. So that is why I like to separate them.

With **confidence**: I am able to stand in front of people without excitement. The chance of me being afraid and terrified lows down. Then with **communication skill**: I am able to deliver the message in the most efficient way as possible. Being able to speak in a certain tone that will captivate people. Be organized, know what I am talking about, so I do not get confused.

Reflective Observation

As I knew that I was afraid of being in front of my class, all I had to do was to convince myself to no longer see it as a terrible thing to do. I started putting in my mind that I have to be confident enough. Step by step I started to improve on my self-confidence. Then I was able to stand in front of people with much more confidence.

Conceptualisation

Since then, I know that I was “fine” with my confidence but what is not ready is the “communication”. Yet, I still have to work on it. I started to do some research looking for tips that could help me develop the skill on the subject. I watched some videos on YouTube which could take some advises such as slow down when speaking, (I learned that the average of speaking pace is around 110 to 150 words per minute) (Kegley, 2017), structure, and also the body language. Another thing that helps me a lot is watching TED talks. Where I can take examples from the musters.

“Lear to present our ideas to other humans will prove to be an essential skill for any child that want to build confidence, anyone who wants to progress at work, anyone who wants to leave a legacy, anyone period.” (Anderson, 2021)

With all that said, more and more I realize that I really need this skill for file. Why?! Not just to use it for my professional career but also in any situation that involves changes of ideas. So, I can (deliver my talk in way that will resonate in the mind of my listeners.) (TED-Ed, 2020)

Experimentation/Adaptation

I have concluded that even though I do not master the skill, it is still on progression. Right now, I could say that I am quite confident. Not at hundred percent but I know the difference between now and before. Then I will keep working on it until I raise up the level of my skill.

Time Management

I guess that when we cite the term "time management" we all think of dealing with time to do everything we want. Of course, it has to do with that. We all hear about time management and probably what it can bring to us in terms of benefits, but still, a lot of us waste our time without knowing by thinking we are managing time. That is what I can say now that I have realised and understood the real concept of it.

Concrete Experience

It is normal that when we do not have extra information about what we do, we will keep doing the way we know that until we realised that there are some other ways. I say this because I used to spend time watching informative videos on YouTube, being on my phone scrolling on Instagram. I could not really know how much time I was "Wasting" because I never came down to stop and analyse it.

Reflective Observation

Before the lecture I did not know about techniques I could use to help me managing my time. So, I got "surprised" when the teacher told us about the Eisenhower technique. The technique is quite simple but so helpful that made me remember that some simple things can make a big difference in our lives. It consists of putting your "to do list" in 4 categories such as: **Do now** (as urgent), **Schedule** (as urgent), **Delegate** (not urgent), **Eliminate** (not urgent).

With that, I started to do something that I have not done before on that ways which is prioritising.

Conceptualisation

I also read a book that was recommended to me which helped me to understand more. **Tracy** (2016) contains twenty-one different ideas to help us to get the most important tasks of the day done. I really liked the "Use ABCDE method". The message is clear, by telling us how to be more productive (if we focus on only one thing at the time and not procrastinating. As we need to have the attitude, be our own bosses). (Tracy, 2016)

"Successful people do not try to do everything. They learn to focus on the most important tasks and make sure they get done." (Tracy, 2016)

I could understand that the "time management" is really required specially for someone like me. Someone who is studying business in order to have a professional carrier in that area. I will need to be organized, know what task is first required. It is a skill, and the earlier I work on it the easier it will get to master. As an entrepreneur time is a crucial thing. I will be Managing different business and people, and that requires time management skill.

Experimentation/Adaptation

Now, we come to the adaptation. After applying that technique, I noticed that I used to spend 7 hours in total on both YouTube and Instagram. Then, little by little I dropped it to 3 hours a day and I used the rest of that time to do more reading and workout more. I have not fully adapted to this new way of managing time, although I am happy that I know about it and working on.

VC Writing

Concrete Experience

I done my first CV when I was looking for my first jobs ever. It is natural that at the first time I would not know everything about a CV writing. I went online and looked for some examples and CV's layout that could help me build it up. Next, I realised that I mainly had to point out my qualifications, my experiences, and skills. There were other points like; my interests, personal profile, and references. Then I started producing the Cv. At that time, I was still a student and as I mentioned before I had never had a job, so, I that is how I started the first line of my CV: *"I am studying at the moment. Besides of being a good student, I am friendly, good communicator with excellent attendance and punctuality."*

On the skills session I started: *"I am good at IT literate because..."*.

When It comes to my interests/hobbies, I remember that I wrote things that did not have to do with the job I was trying to apply for. That was "fine" for me at the time.

Reflective Observation

As I was moving form a job to job, I also I to make changes to the CV. Since then, I was getting more knowledge about CV. I got to know what was essential on the CV but nothing like I learned on one of my lecture's session.

I had a lecture session where my lecturer covered about CV writing. She pointed out different components that would make our CV stand out and not just be one more in a middle of them. She stared by make us think about the purpose of CV by coming up with question like, *"What is the point of a CV?"*. *"what do you want for the employers to do when they read your CV?"*. Of course I want them to call me for an interview – that is what everyone expects.

"The point of a CV is to make somebody want to meet you." (Shão, 2020)

So how do I do that? One tip that I learn was showing that I know what the employers want. Show that I can understand them and help them. Another one was about; how to start you first line in a way that would call their attention. Father more, she mentioned that when we refer a skill, we should refer it in a way that will help them and only talk about my hobbies when it is relevant and have to do with what the job.

Conceptualisation

Reflecting on what I said on the concrete experience, I think I could write my first scene in a more attractive way. Now I know that every time I want talk about a skill that I have, I have to talk in a way that will be beneficial to the company/organization I want to work for.

Experimentation/Adaptation

I have not put it into practice yet, but I am a lot more confident and more aware for my next CV. In my future CVs I expect myself to apply all those techniques. It will help me when I am looking for a job in the future. I will increase the chances of being called for an interview.

Conclusion

To conclude, I would like to say that this report helped me analyse my stage on those topics covered. I am working on them and also using "Time management" to organize myself to give priority to what I think is the most important among them.

Reference

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