

Academic and Employability Skills

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Task 2

Introduction:

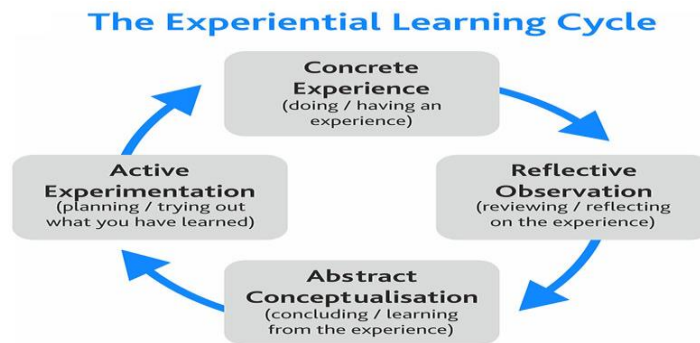
Capability of doing something makes a human different from others and help him to achieve his target. Academic life is the best time to learn various skills and increase capability doing work. The skills we learn in our academic life mostly needed in our workplace in order to achieve our goals and objectives. To ensure proper utilization of academic skill in professional life we need to ensure reflective learning as it is more effective and long-lasting. In this report, a learning theory, Kolb learning model, various academic skill, relevant literature will be discussed.

Kolb learning style model:

Learning is a complex process where people can learn anything based on various processes. The effectiveness of learning depends on the process of learning. David Kolb, an American schooler, discuss on the better learning process based on experiment. Every person has it own liking in learning process and they feel comfortable in learning based on their chosen learning model. In this case, Kolb learning process is prominent. Kolb learning model or cycle is a prominent model that is mostly used in learning process. Conceptualization of any things is necessary for the better learning and helps us to practice better ways of learning (Sadler-Smith and Evans, 2006). Kolb provided his learning model in the year of 1984 which consist of four components. Kolb model actually focus on the improvement of internal learning or making concept about something and then experiment them. According to Kolb, different people have different views and they can choose better learning based on their own liking and hence he provides four different ways of learning cycle. In below discuss the four steps of Kolb learning process (Preston, 2014).

- Concrete experience: experience is a basic material of learning that grow through experiment something in real life. People can gather experience through analyzing event or situation by mentally or physically then can understand the situation perfectly and a lesson grow in his mind. If the person can reflect this experience in a suitable process, then that would be effective and long lasting. Here we just need to explain the event and feelings and reflect that in our learning (Rao, 2015).
- Reflective observation: another important way of learning is observing any event or situation and feeling that deeply. In this stage one need to focus what action he should take

and what will be effective solution. It is generally describing the experience based on own thinking and feelings. Most the cases we can learn from observing events or situations by precepting them in proper way (Rayner and Cools, 2012).



➤ Abstract conceptualization:

concept is a psychological phenomenon which grow in our mind develop through experience. Mind is the key determiner of this learning step where people make assumption and learning on own thought. This is the next stage of observation and conceptualization develop on the event that we observe, describe and feel in our ways. This also help us to improve our reflective learning by thinking what we could do on certain situation we faced, what could be best solution based on our thinking (Rayner and Cools, 2012).

➤ Active experiment: in above three stages we gather experience, observe and assume that based on our feeling and now it time to implement in real life learning. The knowledge we learn from the Kolb first three stages need to examine so that we can learn which knowledge are effective and which are not (Preston, 2014). Now effective knowledge turns into concrete experience that is basically create a learning cycle. In our academic and professional life this learning has great impact and below section some academic skills will discuss based on this theory.

Relevant literature on reflection learning:

Helyer, (2015) refers that the learning about something through evaluating and observing previous experiences. Reflective learning is a way of utilize knowledge which also faced before and improve that learning by creative thinking and evaluating for upcoming events or situation. Reflective learning is the framework learning where a student has to pass through a process. In this case, many writers discuss on it in their books so that student can easily know about reflective learning (Helyer, 2015). According to Jucker, (2014), reflective learning is needed for the long-lasting wisdom, ensuring better performance in workplace and improvement of financial condition

and culture of a society. so there have many literatures mentioned and emphasize the reflection learning and provide better ways of reflective learning like Kolb model, Gibbs model and so on.

Writing and academic report reflect on my learning

Academic learning is related with academic competencies that is necessary for a student in order to improve his skills. Most of the skills that are needed and learned in academic life also necessary in professional career. Student life is the high time for learning and improving life-long that are can be achieved through reflective learning, following Kolb learning model, instruction from teacher and so on (Flynn, 2013). In below some reflective learning is discussed in related to life-long knowledge and ensure betterment in both academic and professional life.

Academic writing:

The writing which is write for academic purpose with maintaining proper structure, framework, evidence and fulfil objective. One of the vital and core competences for a student to having capability of good writing skills. We learn about better academic writing when we write on certain topic in order to complete our academic tasks such as assignment writing, exam script writing and etc. In our professional life we also need to write appropriate report on different topics to our superior. Kolb learning style can be used in improving academic writing through following the experience, observing writing, thinking about better ways and implement practically. By following these four steps academic writing can be improved regarding fulfilling our goals and objectives (Bogg, 2012). The academic writing need to properly backed up by citation, reference, and maintaining framework. The language and purposes of writing should be in brief, easier ways and focusing on objective. In this case, using proper synonyms and new vocabulary increase the quality of academic learning. Learning from observing better writing we can apply this in our writing and if that make our writing more meaningful and effective then we need to implement in our next performance. Writing academic report should be followed by target people and on topic so that target people can understand the meaning and objective of writing properly (Jarrín and Kim, 2019). Considering these criteria, I have made my action planning improving my writing skills following Kolb learning style. As academic writing skill will be necessary in my professional life so I emphasize on the reflection learning because reflection learning is long-lasting, effective and easier (Bogg, 2012).

Time management:

Time is considering as the most vital component of our life as it has limit and actual value. Any actions need to complete in a certain time framework to get best outcome in life. People who get success in their life utilize their time properly and take action in actual time. Time management cannot learn in a day because it is consisting of understanding value of time, better decision making, planning and experience (Rao, 2015). There have many time managements tools that are



available in online and in books and journals. We need to understand proper action of time and best utilizing ways of time management. Time management skill can lead a person to goals and targets and make him succeed in his life. In academic life, time management assist a student to complete his tasks in proper time.

Classroom teach a student better time management through studying and practical work. For example, teacher give us assignment to complete in fixed time, set time schedule in exam time and provide fixed time during our presentation. We have handled various types of work during our academic life and hence we need to make proper planning so that we can complete our tasks within fixed time. Time management skill is important, like academic life, in our professional life as there also have fixed time framework for every work. In working life, we need to complete our tasks within due time, set project complete time and finish that within deadline, ensure production of product and service in due time and so on. we can learn time management in better way by following the steps of Kolb learning model. Kolb learning model emphasize the understanding, observing and implementing the concept and experience that are closely related learning proper time management (Rao, 2015).

Reflection:

Reflecting learning requires reputation of learning through practicing knowledge that already learned, thinking about better option, increase imagination power and implement in real life. In this case, SWAT analysis of acquired knowledge is very helpful that show the better option of learning. Various theories like Kolb learning cycle can be followed in order to ensure best reflective learning in academic and life and career development. I also focus on reflective learning skill because of its importance in improving outcome of academic result and ensure promotion in

workplace. The knowledge we learn from our academic life shows us paths of increasing our performance in every spare of life events (Jucker, 2014). We go through various problems and situation during our whole life that increase our problem-solving skill and experience of new knowledge. If we could use this learning in future course of work then we could be success in our classroom and workplace.

Public speaking and presentation:

Making and giving presentation is a compulsory task that we have to do in academic life. In no doubt speaking skill is the core part of good presentation that help speaker to express his idea to his audience perfectly. In workplace, an employee has to speak to his employees and superior for various purposes. Employee also has to present his project, aims and report towards his employees, stakeholders and superior. In this regard, good speaking and public speaking skills help him express his idea in better way that ensure his promotion and betterment in professional life. Public speaking skill and presentation skill cannot achieve by short time rather it takes more practice and understanding of public psychology. So, to improve this skill one need to follow Kolb learning model regarding getting best outcome from learning (Jarrín and Kim, 2019).

Online learning experience:

Advancement of internet and technology make our life easy and comfortable. Learning through online is easier and less time consuming and sometime more accessible. For example, during COVID-19 pandemic when going outside was restricted we continue our learning through online classes, reading books and journal from online and so on. in workplace various tasks are done through online medium such as providing training, problem solving, making conference with stakeholders etc. (Flynn, 2013). by following Kolb learning stages, we can gather perpetual experience through online learning.

Conclusion:

Whatever we learn we learn to fulfil some of our goals and objectives. Without making learning long-lasting we cannot ensure proper utilization of learning that we learned from various events and situation of life. However, we need to make our academic skill long-lasting to make ourselves succeed in our workplace.

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