

REFLECTION ON ACADEMIC AND EMPLOYABILITY SKILLS

Module: Academic and Employability Skills(ACE)

Module code:BMSW4001

Lecturer:Peter Allen

Student:Maxinese Florentina-Marilena(1919888)

PP 2-8(task1)

PP.9-24(task2)

Individual presentation.

Task 1.

Table of Contents

1. Introduction
2. S.W.O.T Analysis
3. Time-Management Tools
4. Personal Development Plan
5. Conclusion
6. References

Introduction

- Introduce the reflective presentation
- Declare my occupation as an administrator in E-Commerce
- Introduce other sections of this study
- Discuss that the academic skills and career skills are inter-related

S.W.O.T Analysis

Strengths

I am well organized
I am a good communicator and can manage my team effectively
I have a good leadership quality
I have enough patient to control and manage my Teams

Weakness

I am a perfectionist which sometime become the cause of delay in meeting deadlines
Lack of accounting experience

Opportunities

My company is expanding its new division
I can continue my work from home facility with the help of technologies
Leadership and training development can help me to get promotion

Threats

There is a competition in the field
Company can hire new employees who are more eligible

Time-Management Tools

- Scoro- It is a software which combines time tracking with project management and CRM. It helps me to manage time and track my team members' working progress in a single click. It also helps me to work reporting and project management.
- Toggle- It is a time tracking software which help me to manage many projects at a time. By using this software I can finish my works In a very short time and also allows me to track teamwork in online and offline mode.

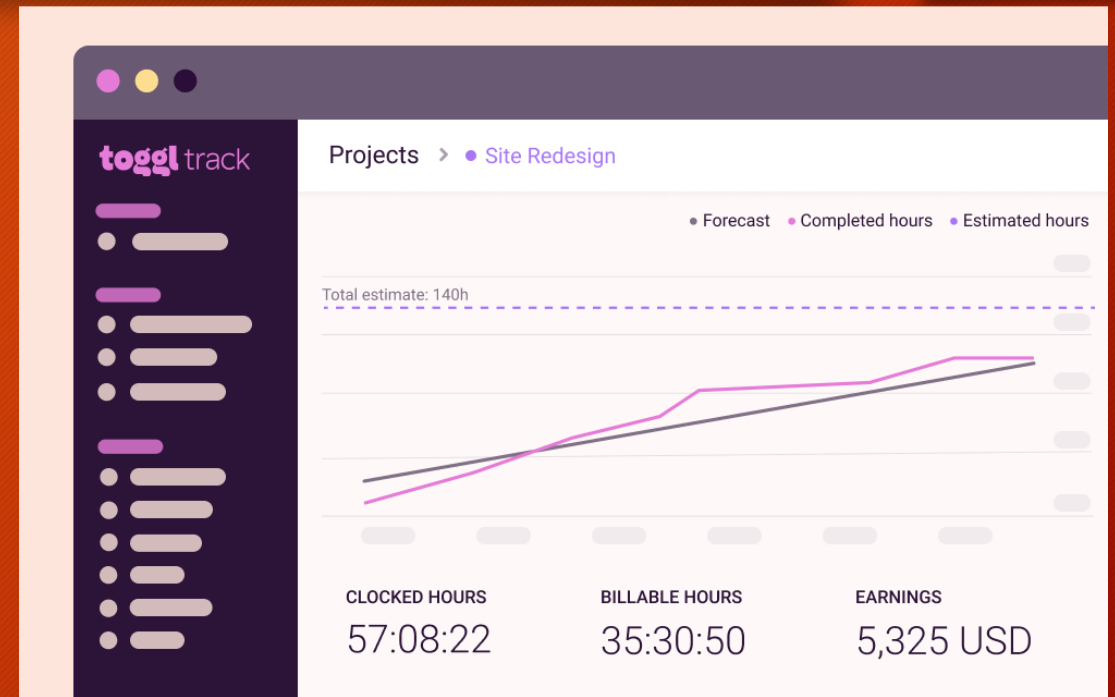


Figure: Toggl Track Management (Source: Hardy et al., 2020)

Personal Development Plan

<u>Current Skills</u>	<u>Ways to improve</u>
Communication skill	I will join some online classes to improve my communication and also learn other languages to communicate with other team members.
Team working skill	I will adopt some online tools like Flowdock, GoToMeeting, Slack to establish effective cooperation system.
Academic Writing	I will practice this skill by using some technological tools like Trello, Phrasebank to enhance this skill
Researching Skill	I will practice this and enhance my critical thinking skill
Analyzing Skill	I will use Microsoft Power BI and SAP BusinessObjects tools to enhance this skill

Conclusion

- Present an overview of the above discussion
- Impact of the skills in personal success
- SWOT analysis can be considered as self-assessment

References

- Hardy, M.M., Powell, J.W. and Pharris, L.J., 2020. A COMPARATIVE STUDY OF TIME MANAGEMENT SKILLS AMONG BUSINESS MAJORS AND ACADEMIC CLASSIFICATIONS. *International Journal of Education Research*, 15(1).
- Augustine, J., Slack, M., Cooley, J., Bhattacharjee, S., Holmes, E. and Warholak, T.L., 2018. Identification of key business and management skills needed for pharmacy graduates. *American journal of pharmaceutical education*, 82(8).
- Rozalena, A., Sulaeman, M., Mulyati, S. and Gunawan, H., 2020, March. Business communication skill model based on internet of thing (IoT). In *Journal of Physics: Conference Series* (Vol. 1477, No. 7, p. 072010). IOP Publishing.
- Tien, N.H., 2019. *International economics, business and management strategy*. Dehli: Academic Publications.
- Harris, K.A., 2020. Fluid, Elegant, Even Beautiful: Academic Writing as an Artistic Skill. *Journal of Higher Education Theory & Practice*, 20(5).

Report . Task2.

REFLECTION ON ACADEMIC AND EMPLOYABILITY SKILLS

Table of Contents:

1. Introduction
2. Reflection Model
3. Action Plan
- 4.. Time Management
5. Academic Writing
6. Referencing
7. Presenting
8. Conclusion
- 9.References

➤ Introduction

An academic report is a piece of the report which helps to present and discuss the learning as well as the research methods. Academic reports maintain a formal style and a specific layout where researchers can present personal experiences about their learning (Putri and Mahmudah, 2021).

This is a reflective academic report where I will discuss my personal experience and my learning about time management, academic writing, referencing, presenting, and evaluating my personal experience through the reflection model.

In this reflective academic report, I will also show my development in those aspects and how I can overcome my problems by gaining knowledge that helped me to enhance my performance level.

I will develop Gibbs's reflective model in this study and include my personal experience in this model to present my learning and improvement in the academic field. Through this reflective academic report, I will discuss my problems or weaknesses as well as evaluate with the help of time management, academic writing, referencing, and presenting skills how I have enhanced my performance level. The study will also focus on the effectiveness of these skills and their importance in the academic field.

➤ Reflection Model

- The reflective model presents the reflection of experience where learners can understand the learning process through experiencing the topic and by evaluating or reflecting the experience with personal knowledge (Adeani et al., 2020). In this reflective academic report, I have adopted Gibbs's reflective model to present my learning process through my personal experience.

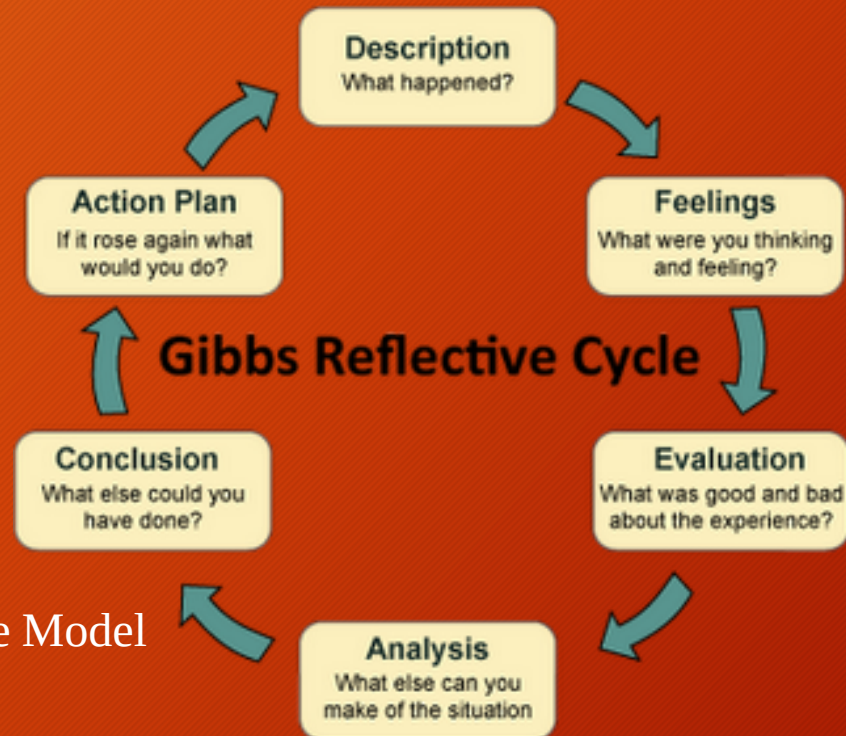


Figure: Gibb's Reflective Cycle Model

1. Description -At the time, I joined this course, I was very nervous because of my different academic background. I could not understand the topics of this course especially at the time of assignments. Because of the lack of understanding. I failed to submit my assignments as per the deadline. However, some of my peers who are also from different backgrounds can manage to submit their assignments on time. At the time I realize I have also had time management issues which becomes one of the reasons for my delay. With the failure of my assignment.

2. Feeling -I was getting demotivated and it made my performance level poorer. At this time my teachers to help me to understand my problem.

3. Evaluation- When I had started evaluating the reason for my failure, I discovered that I have also some issues regarding time management, academic writing, and referencing style. I have a lack of knowledge on how to write academic writing and how to evaluate the topic. I have also faced problems in understanding the APA referencing style which is another cause of my failure. In the next stage.

4. Analyzing- Then I had analyzed my weaknesses which were the major cause of my failure in the assignment and try to understand the positive and negative impacts of my experience. I also take some advice from my teachers and peers to overcome these problems.

5. Conclusions- Then I have concluded that I have to focus more on these problems to mitigate them and to develop my performance level. I have also understood in what way I can achieve success over these weaknesses as well as I had determined to avoid the negative impact of my experience in my future work.

6.Action Plan-I have made an action plan where I have made a chat about which skills I have to develop and in what way I can do so and also fix a timeline to achieve those skills.

<u>Skills</u>	<u>Ways to Improve</u>
Time-Management	To set a timeline I will use Toggl,an online where I can set alarms to maintain deadline.
Academic Writing	I will attend some online classes seminairs,and workshops to acquire an academic writing style.
Referencing	I will focus on learning different styles of referencing especially APA.

1. Time management

- Time management is the most important skill to ensure that the students are the employees can achieve their study goal in a limited timeline (Safitri, 2018). To achieve success in a very short time this time management skill help to manage and make plants according to therequirements of study in a very well structured time frame. I had some issues regarding time management which sometimes became the cause of my failure. I have started practicing this time management skill to attain my study goal as well as to maintain my performance consistency. I have made a timeline map where I have sorted my lessons in a particular time frame according to the importance of the topic. I have focused more on the critical topics and set a major timeline for those learning areas and also set the time frame in a way that helps me to meet deadlines. Through this time management skill, I can also manage my leisure time which motivates me to work hard and also help me to keep positivity in my academic learning.

- Time management skills also help me to manage my stress level which is very important to achieve success in the academic field. By adopting proper time management skills I can prioritize my lessons and manage them in a particular time frame. This time frame helps me to understand what I need to do and how much time I need to complete the assignments. It helps me to decrease my anxiety level and stress because I can finish my task in a very effective time frame which helps me to meet my goal and also gives me some leisure time to enjoy. Time management skills help me to gain self-confidence and improve my capability of learning with the help of a time frame map.

2.Academic Writing

- Academic writing is a form of writing which are used for higher education and represents the depth of knowledge of a student or researcher through formal writing style. Academic writing presents authentic research of the students with critical analysis where students have to incorporate arguments and opinions of scholars to evaluate the quality of the writing (Sari and Pangaribuan, 2018). When I have joined this course I have a little idea about academic writing style, however, sometimes I failed to incorporate the appropriate academic writing style in my assignments which become the cause of discredit of my assignments. After understanding my problem, I have started focusing on structure, formal tone, and analytical representation of my research topics. I have avoided descriptive writing and tried to incorporate analytical and evaluative writing styles in my research work which help me to improve my academic writing skill as well as increase my performance level.

I have understood that academic writing has different features which help to evaluate the writing process as well as a guide to evaluate the research topic effectively. Academic writing has a different structure and according to the type of writing the structure change. First, I have learned about the different types of structures of academic writing and practice to maintain proper structure in my research works. I have also evaluated my critical thinking process to analyze and evaluate the research topic in a viable manner and try to avoid descriptive writing. I have also learned that academic writing needs to maintain a formal tone and easy language which becomes understandable to the readers. By practicing academic writing I have also developed my performance level as well as increased my knowledge level by incorporating scholars' opinions and arguments in my writing to make my research work authentic and reliable.

3, Referencing

Referencing is a feature of writing which presents the sources of the information which students have to incorporate in their assignments and make the research paper authentic. Referencing includes theories, quotations, statistical figures, facts and Incorporate Scholars' opinions and arguments in an evaluative manner (Putri and Mahmudah, 2021). However, I have faced some problems regarding referencing as I do not have any idea about Harvard referencing or APA referencing style. Firstly I was confused about these two popular referencing styles and opening them become the cause of my assignment failures. By practicing this referencing skill I have developed this skill and can understand which referencing style needs what kind of references. Though, I am still practicing this referencing skill to achieve more knowledge and success in the academic field.

Through this referencing skill, I have also understood that it is very important to establish authenticity and reliability in our research work to develop the quality of writing. With the help of referencing tool, I can develop my research topic analytically and critically and can prove my knowledge authenticity in the research paper. I have also learned how to incorporate scholars' opinions and arguments with effective research which also enhance my research skill. Through this referencing tool, I can evaluate scholars' opinions with my knowledge and understanding, and by texting citation which is another part of referencing, I can prove my points. This referencing skill my knowledge searching Scholars papers regarding the research topics and I can develop a self-assessment where I can understand my strength and weaknesses in research skills.

4.Presenting

Presenting skill is a major feature to achieve success in the academic field as well as in the working field (Imaniah, 2018). Presenting skills refer to the skills which help to deliver the research topic on the subject matter effectively and engage the audience through interestingly presenting the research paper. I think presenting skill is a form of art that helps to attract audience attention to the research paper and student can present their knowledge by effectively presenting them. Presenting skills include the structure of the presentation, design of presentation slides, the tone of students, and the body language which help to convey the subject matter to the audience.

I am not so skilled in making PowerPoint presentations and I do not know many features of PowerPoint presentations for which become the cause of my poor performance in presentation.

The presenting skill helps me to develop my communication skill because a good presentation needs good communication (Huisman et al., 2019). By developing the presentation skill I have learned that it is very important to communicate with the audience why presenting a research work through PowerPoint presentation. This strategy attracts audience attention to the presentation as well as increases the audience with the presenting topic that also motivates me to present my research work effectively. I have practiced this presenting skill to improve my communication skill, my body language and also make some questions for the audience which are related to the research topic which helps me to engage my audience in my presentation that also improve my performance level and help me to gain more credits in my research work or assignments.

5. Conclusion

From the above discussion, it can be concluded this study is a reflective academic report where I have discussed my personal experience and my learning experience by adopting some skills which help me to improve my performance level as well as increase my knowledge level. Some important skills like time management skills, academic writing skills, referencing skills, and presenting skills help me to develop my performance as well as give me the opportunity of self-assessment where I can understand my strength and weaknesses. These skills also help me to build self-confidence as well as enhance my communication skill which helps me to establish a strong bonding with my fears and with my teachers. By adopting the skills I can also manage my stress level and without any pressure or anxiety, I can achieve my goal in a limited time framework. In this study, I have also included Gibb's reflection model by incorporating my personal experience in every stage of this model to present my learning outcomes as well as my improvement in the academic field. Through this study, I have presented my problems regarding learning and doing assignments however with the help of the skills I have improved my performance level as well as gained knowledge that can help me to gain success.

References

- Adeani, I.S., Febriani, R.B. and Syafryadin, S., 2020. USING GIBB'S REFLECTIVE CYCLE IN MAKING REFLECTIONS OF LITERARY ANALYSIS, *Indonesian EFL Journal*, 6(2), pp.139-148
- Husiman, B., Saab, N., van den Broek, P. and van Driel, J., 2019. The impact of formative peer feedback on higher education students' academic writing: a Meta-Analysis. *Assessment and Evaluation in Higher Education*, 44(6), pp.863-880
- Imaniah, I. 2018. THE STUDENTS' DIFFICULTIES IN PRESENTING THE ACADEMIC SPEAKING PRESENTATION, *GLOBISH: An English-Indonesian Journal for English, Education and Culture*, 7(1)
- Putri, I.D., 2018. Reading habits and its effect on academic writing skill, a study of master degree student. *JELE (journal of English language and educational)*, 4(1), pp.43-50
- Sari, A.S.P. and Pangariubuan, J.J., 2018. THE APPLICATION OF TASK-BASED LEARNING APPROACH TO IMPROVE STUDENTS' ACADEMIC WRITING SKILLS. *Jurnal Educational And Development*, 6(2), pp.61
- Yulifar, L. 2019, January. Teacher Effort in Improving Historical Writing Skills by Presenting Historical Resources on Historical Learning. In *1st International Conference on Innovation in Education*, pp.230-234