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Assessment Number:3

Reflective report

In this report I will be writing a report about the Gibbs reflective cycle and also my experience with learning about academic and employment skills. While being a student there are many skills I have achieved with one of them being good research and writing skills that can be put to use in many things in the future for example, in a new job or working as a author. A academic report is a formal writing style that sets the body of the report and it explains throughly the overall topic that is to be discussed in this instance we will be discussing the Gibbs reflective cycle and how useful it is.

One of the assessments I had to do was to research the Gibbs' Reflective Cycle which was developed by Graham Gibbs in 1988 to give structure to learning from experiences. This offers a structure on how to examine experiences and which allow students or employees to learn and plan things that either went well or didn't. The first stage of this is 'description of the experience' which means that the person needs to analyse the situation and think about it in a good amount of detail of what has happened to them or what happened in general, as it depends what they are researching for example, if they're researching how to improve writing skills then they would need to know and have a good description of their writing ability so far and be able to see what they could improve on which could be vocabulary. If they are researching about a past experience that happened in life then they would need to describe the experience of how it started to happen, when and where they were when it happened, who was present as this could be important because it could help them with reliability of having a witness to prove they are right. It also states to describe what the person and other people did about the situation, what was the outcome and what they would've wanted to happen. If the person would use these steps then they would have a very descriptive analysis of the situation and a in detail writing report so if anyone else were to read it then they would be able to understand it all without any confusion or possible question. Another study that can connect with the Gibbs reflective cycle is the Pearce 2007 study As it shows how employability skills can be improved by staff if they are motivated to work more effectively when their managers "review progress regularly" which is similar to "description of the experience by Gibbs reflective cycle" because by describing what the employee is doing well and where there could be improvements helps them understand where there's flaws and how they could improve them. This is similar to a reflective report as the person is to then look at themselves and see issues they have that they can do better with that maybe they didn't see before or did not think that there was issue and now they know how to work on it because their manager would have explained to them what and how they are doing something wrong and how this can be avoided in the future. This could also link into the group work I was working in where we had to 'review' each other's ideas and decide as a team what would be the best one to go with, who would be doing which task for example, who would be researching who would be writing down the facts and who would put it all into the presentation as breaking up the work would get the presentation done quicker and it was more organised this way as everyone had their own little bit to do, when it was all done then we would review it as a group and decide what is good about it and what could get improved or added in and what didn't need to be in the presentation before it was submitted. This then taught us that working as a team is not that difficult and researching can be useful in these kind of situations.

The second step that is shown in the Gibbs reflective Cycle is to review the feelings as it states that "feeling and thoughts you have throughout the experience" and how this could "impact the

experience". When reading about this report I thought it to be very useful as it gives you step by step details in what to do and I could use this when I was writing my essay in task 2 which was about how motivation can encourage staff and all the employees to work better and how it can improve their working environment. This is because of a person reflects on how they feel towards their job it can make them realise what they are doing well and what they would need to do better in order to get in a higher position for example from a sales assistant to a supervisor, this would be by being on time, working extra shifts when needed and putting in more effort then other employees as it would show the manager that they are a hard working candidate and can take on more responsibility.

After this section was completed the next steps are evaluation and analysis. Evaluation is when a person looks at the whole situation and decides what worked well and what could be improved on as they are looking at it from a different perspective. For example when I was doing group work there were many things that went well like all of us communicating our ideas to each other without anyone being negative towards one another and listening to each idea carefully. This is important because it encourages students to be more spoken about what they are thinking without them being afraid of their answer being wrong or ridiculed by the rest of us. Another thing that went well was that everyone was giving feedback about what they thought of someone else's answers as it made the work to be a bit easier and it also showed that they were listening and adding on their thoughts to the students answers. However as well as there were many good things about working in a group there were also some things that could have been improved on which was there too many students trying to take the lead as they thought their idea was best and it caused a bit of a commotion between us because some of us wanted their idea to be the topic that we were going to write about. If this was individual work then it would have been a bit easier as everyone can have their own idea and do the work they want without having to ask the group if they all agree with it. Analysis is when a person looks at the whole situation and tries to make sense of what happened. You can add this to any type of work you're doing whether it is writing an essay or working in a group or reviewing a book you have been studying as you are getting all the information you have about it and you can analyse it in detail what you know about it, what more information you could learn about it and why did things go well and vice versa. Now when I analyse my essay in task 2 I could have added more details and more knowledge in hopes of getting a good grade because I have had more experience with working with other people and therefore have more knowledge then when I first started it.

In the Gibbs reflective cycle the next step was description, this means "an assessed written group work assignment" and like I have mentioned earlier this was very useful when I was working in a group because it give you step by step advice on how to improve your work and how it can go well, meaning that if we had a very descriptive presentation then everyone that it's being presented to would understand what it was about and be able to get some information and knowledge from it and at the same and if there were any questions then that would show us that there may have been a few details that were missed and could be answered at the end or it would show that it was very information and describe well and people would like to know more about it.

In conclusion I believe that I have explained in great amount of detail what my report is about and how it can be added to academic work as it have many useful steps a student can use and out towards any essay or assessment or presentation. The Gibbs reflective cycle could also be used in the future when having a job as it can help the worker realise what they are doing well and what they could do better in therefore this is very useful in life not only in an academic way but also in a professional way.

Referencing

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