



Lecturer name: Joanna Walsh

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Name : Andrada-Elena Stoica

Student ID: 211963

Andrada's reflective learning in Academic and Employability skills

Introduction

In this report I am going to speak about my personal reflective impact from the university based on 4 topics I have been chosen. Also, I will use the Gibbs reflective Cycle as a model of reflexion.

Main body

Topic 1: Time management (Gibbs Reflective cycle)

Description: Time management is the ability to use the time effectivity principally at the workplace.

Feelings: Thinking about my fillings regarding time management, I am not really managing my time very well.

Evaluation: Talking about my own experience, I do not allocate much time to my private time, I do not allocate enough time for my needs.

Analysis: I did get in that situation because I love to make people feeling good, but I do forget about my own feelings and needs. Learning about time management, I have found out

some lists and some tools which help me to sort out my time management.

Conclusion: In conclusion, I have learned that I need to give to myself more attention and put myself on the first page. I should manage the situation differently but now I know what I must do in terms of time management.

Action plan: I must make a list with what is most important to do first also including my needs in to.

Also try to enjoy the time off I've got from work and school and do the things that make me happy.

Topic 2: Academic writing (Gibbs Reflective cycle)

Description: Academic writing is a specific writing style used in the colleges and universities. When I applied for my job, I've never thought that academic writing is going to be one of the good skills to improve myself.

Feelings: In my life I've been using academic writing but in my mother language. For the workplace, using academic words is a bit challenging if your mother language is not English. I was feeling unbelievably bad when I heard that a

better work position has been offered to someone who have this skill.

Evaluation: On the positive side, my boss seen me that I work extremely hard, and I want to improve myself and he give me the idea to enrol to the university.

Analysis: On reflexion, I should enrol to the university from long time ago, but I was not sure if I can manage that.

Conclusion: In conclusion, I've realised that this type of thinks happened with a reason and if you are motivated to do something much better for yourself, you will find a way.

Action plan: In the future, I am planning to get my diploma of Certificate of higher Education in the Workplace, and to improve my knowledge regarding academic writing and speaking.

Topic 3: CV Writing (Gibbs Reflective cycle)

Description: Based on my own experience, an academic writhed CV, it helps you to get a wonderful job quickly and to have the job you are dreaming to it.

Feelings: When I've applied to my job, my CV was not looking very well because I did not know how it supposed to be. I've completed with my details on the basic and have not added my own skills and my own talents.

Evaluation: I know if I had a good CV, I was getting the job I wanted, because it really matters how your cv looks if you are looking for a job like management (my dream job being facility manager).

Analysis: Before start writing a cv, make sure you have all the details which it needs to be completed with and you also add the education and qualification, does not matter which lever of education you have.

Conclusion: You should be 100% sure about your skills and do not be shy to include them in your CV. You never know who is looking for a person like you.

Action plan: After finishing the course, I will update my cv with all the qualification I've got and all the knowledge and skills I've achieved.

Topic 4: *My future job, facility manager (Gibbs Reflective cycle)*

Description: A facility manager is an interdisciplinary role. It consists in implementing and planning for a good, pleasant, enjoyable accommodation, at the workplace. . As a fact, the facility manager is responsible to ensure a good maintenance and a good health for the building.

Feelings: Working in a facility area, there are so many things to do especially when you want to please everyone. Thinking that you are working in an office where are more than 200 employees, is impossible to do that job by yourself and always you will need someone to join you in the facility team.

Evaluation: To become a facility manager is not easy at all. You need to invest in your own knowledge and in your education. here are some skills and education you need to achieve to get there:

- Customer service abilities
- Perseverance and the capacity to persist calm in stressful situation
- Knowledge of finance and accounting
- Organization abilities
- The capacity to accept the positive or negative opinion and work well under tension
- University preparation
- A higher scholarship

Analysis: As I've mentioned above, to reach that level at my workplace, I need to study a lot and work on my own temperament because I need a lot when you work with a higher number of employees.

Conclusion: In conclusion, I need to put in practice my skills and with this course my knowledge and my motivation going to become more powerful and ready to put in the work all I've achieved.

Action plan: When the course going to end, I will still study for the diplomas I need to get, and I will try to improve my skills that it will get me to the DREAM JOB.ⁱ