
BMSW4001 Academic and Employability Skills

Student ID:2123767

Student Name:Gabriel Didei

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1. INTRODUCTION

Learning is an essential tool for any individual which aids in nourishing the mind. It is very important for the professional career as well as the personal life since it helps the people in understanding things more comprehensively (Martin and Bolliger, 2018). Learning is a lifelong process which involves which encourages individuals in attaining competencies, knowledge as well as different skills for developing and recognising future opportunities. In this individual report, the discussion on various abilities will take place such as Time management, Referencing, Online Learning Experience, Public Speaking and Giving Presentations. Furthermore, the reflection for each ability will also take place by using the Gibbs Reflection Model.

2. TASK 2

2.1. TIME MANAGEMENT/ ORGANISING STUDY

Time Management refers to the ability for managing time more effectively and efficiently. In this time of the technologically advanced world, the patterns of learning are actively and constantly changing for the students as digital advancements are moving forward. As per Hernandez-Linares et al. (2017), this generation can be called as Gamer Generation. Time management includes recognising tasks as well as identifying the different demands on time as stated by Covey (1999). As per Powell (2004), the performance of the students that are studying at the higher academic level can engage better and strong performance by effectively managing the time effectively and efficiently and using the different techniques of study. In a general sense, it can be identified that time management can contribute to the academic success of the students.

Through effective time management, students can prioritize all the activities efficiently and can engage and participate in doing more activities in life. It is one of the vital abilities that one can learn to utilize time smartly. According to Eid et al. (2015), Setting up priorities can be heavily influenced by organizing the activities with the use of effective time management. One needs to forecast how much time is needed for the task or the activity to get done or performed for utilizing the time management ability as per the need of the students or any individual who is engaging in this learning process. As per Kirillov et al. (2015), Effectively managing the time effectively for active and constant optimization in life and continuous improvement in personal time management ability can aid in gaining the advantage in the quality development for the future profession.

Furthermore, many studies are showing how time management is playing a big role in empowering learning as a whole and positively affecting student learning and the

outcomes for the students (Adams and Blair, 2019). Time Management has the capability to offer different students or individuals the means for controlling the activities that are not being performed effectively via time management (Jinalee and Singh, 2018). When the student is able to maintain the balance between proper sleep, exercise, as well as an appropriate diet, can result in decreasing the illness of the student which shows that there is a link between time management and the physical health of any individual or student as per O'Connell (2014).

2.2. REFERENCING

Maintaining academic integrity is very vital and essential for effective academic education and a professional career. This is very important for the students and for every learner engaging themselves in learning and academic education. Academic Integrity is a big part of the Referencing since it involves avoiding any intentional, unintentional and self-plagiarism via properly and precisely giving credit to any research material or any work by using the different citation methods. It is among the basic and important responsibilities of the different individuals as well as the students (Marsh and Campion, 2018). This is one of the reasons that skills related to academic integrity are actively being taught and developed among the students in their early academics. The accountability for maintaining the standards of academic integrity in the different educational institutions is mandatorily required to be followed by the students.

Another side of the referencing can be identified being Plagiarism which indicates how well, the individual is following the guidelines of the educational institutions where he/she is reading as per Fielden & Joyce (2008). Academic misconduct is the result when the student is unable to follow the guidelines such as exceeding the set threshold of the plagiarism, not properly using citations to credit the original work of others etc (Awasthi, 2019). But to fully understand the importance of referencing, it is required that students must understand how to paraphrase, and correct citation of different sources and as per Carroll (2002), the students fully understand the meaning of plagiarism. The educational institution has a big role in helping the students to understand how to meet the expectations of academic integrity and also acquire the basic values as well as competencies of academic scholarship.

In simple words, Referencing enables the learners or students to acknowledge the different contributions of other writers as well as the other researchers. Different assignments that are being given in the educational institutions mandate the use of citations for the different contents that are going to be used in the college projects. This is done to simply acknowledge the work of the other work and ideas by respecting the intellectual property rights of the original writer or researcher.

2.3. ONLINE LEARNING EXPERIENCE

There is no denying the fact that online learning or E-learning is becoming popular among the majority of the individuals as well as the students effectively. Since the students can access and engage in the learning activities from anywhere in the world with the use of learning. Online learning is the procedure of sharing knowledge via different channels like e-books, CDs, Webinars and many internet sources, Furthermore, it is also revolutionizing the conventional learning methods that were globally utilized in educating students or learners by their different educational institutions (Maqableh and Alia, 2021). With the technological Advancements, the learner, as well as the students, are getting new opportunities to learn by utilizing the most powerful tool that is the Internet. The internet is pushing the limitation and boundaries in many areas that were not possible before its invention of the internet.

It can be observed that technological advancements have proved to be very successful since the online education has many learning offerings and the scalability of the online education is at the next level that can unlock so much potential and provide so many new insights to the individuals or the students that are engaging in learning. Online Learning is more of a blessing when it comes to learning about different subjects and matters. It can be easily recognised that online learning is the future. There are many advantages of online learning such as online learning is way more flexible than any other form of learning because the learner can engage in learning at their own pace and timing (Müller and Mildemberger, 2021). However, the online experience might differ for every learner or student. Online is a platform that contains a lot of information from various different sources. Therefore, the online experiences can be negative for some learners or students and positive for some learners or students.

One of the big examples of online learning is when the deadly virus Covid-19 spread in different countries around the world. In those times, there was no other way of attaining education and learning without the utilization of online platforms to learn. The majority of the classes were taking place in the form of online classes via utilising various platforms such as Zoom, Google Meet, Microsoft Team etc (Sukoyo, Kurniati and Utami, 2021). Even to this date, the online application is being utilized for providing education to the students as well as the learners around the world.

2.4. PUBLIC SPEAKING AND GIVING PRESENTATIONS

Public Speaking is one of the soft skills that mandates the requirement of extraordinary communication skills, and enthusiasm. The person must have the ability to effectively maintain the connection with the listeners to actively engage with the audience. With public speaking, the presentation is also an important component of public speaking and one of the necessary skills for the students as well as the learners (Fauziah and Utomo, 2021). In educational institutions, it can be recognised that the presentation is among the most common educational activity in different educational institutions. Giving

a presentation is another skill that can be heavily influenced by public speaking skills since it conveys the message and information in a more appropriate and presentable way (Rosyadi, 2021). This is one of the vital components of the learning curve for any student or learner which is going to help them to engage in the learning more effectively and furthermore, it is also going to aid in their future professional careers.

Public speaking is an art that can be recognised as being very useful in different places such as presenting a new idea to the investors and giving a presentation in front of the teachers in the educational institutions (Rao, 2019). Public speaking can even contribute to discovering new career lines in the professional fields. Having good public speaking can be very impactful to becoming an entertainer, teacher, broadcaster etc. Communication Skills and public speaking are the two sides of the same coin which contribute to shaping their life in different aspects of their personal growth as well as professional growth. Even as living as a citizen, there is a requirement of having good communication skills to interact with the other peers effectively. From the perspective of academic education, it can be identified that having good communication skills means having good public speaking skills as well and these both can contribute to the good scores of students.

The public speaking skills and the good presentation skills can be simply developed by engaging in practising engaging in activities that are related to the public speaking skills and good presentation skills (Fauziah and Utomo, 2021). Good presentation skills can be improved as well with effective practice.

2.5. REFLECTION USING THE GIBBS REFLECTION MODEL

The Gibbs reflection model is going to be utilized in reflecting the importance of the above-discussed skills and abilities in this individual report. Gibbs Reflection Model was developed by Graham Gibbs in 1988 and it enables the individual to learn from the experiences (Oviawe, 2020). There are 5 stages in Gibbs Reflection Model that are:

Description

According to me, time management is the most important skill and ability that one must develop in their life since it can aid in accomplishing the goals and objectives more effectively and efficiently. I learnt a lot from participating and engaging with education and one important thing was properly crediting the original author and the researcher via properly using the Harvard referencing model in my educational institution. My online experience was exponentially great since there was complete flexibility in terms of attaining information about various topics or subjects important to my academics. I am still developing and enhancing my communication skills which are directly related to public speaking and being a student myself, it is essential that I can give a good presentation by conveying my ideas and information effectively.

Feelings

I feel, Time management is a universal ability that can be effective in every scenario. Referencing is the most ethical thing to do in any field, it can be entertainment field, business since using other people with proper credit is the ethical way. I believe, online learning is the future that is only going to expand which will also increase accessibility. Furthermore, public speaking and good presentation skills aid in developing the overall personality of any student or individual.

Evaluation

Overall, I managed the time effectively so far but there were times when I am unable to time manage due to managing the time ineffectively and inefficiently. In the case of referencing as well, I made many mistakes when following the rules of the referencing. The online experience was mostly a positive experience but there were times when I am getting the wrong information due to the wide availability of sources on the internet. I like to actively participate in activities related to Public Speaking Skills and presentation skills. I still fail in maintaining a connection with the listeners throughout the presentation.

Conclusion

It can be concluded that there is a requirement to actively and constantly participate and engage in the lifelong learning process to carry the learning to the next level.

Action Plan

Abilities	How To Achieve	Time Span
Time Management Skills/Organising Studies	Effectively learning my patterns of productivity.	1 month
Referencing	Studying and evaluating the importance of giving credit to the original author	20 days
Online Learning	Increasing my experience by actively using the online platform for learning and in the process learning to differentiate between credible sources and untrusted sources via comparison.	1 month
Public Speaking and Good Presentation Skills	Interacting with the people frequently and	6 months

	understanding their perspectives of the people. Learning about the art and visual fidelity from the internet to make good presentations.	
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3. CONCLUSION

The individual report has attempted to the importance of time management skills, online learning, referencing, public speaking and good presentation skills for the students that can aid in their professional career as well.

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