

ACADEMIC AND EMPLOYABILITY SKILLS REFLECTION

REPORT 2

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Introduction

One of the biggest challenges in business today is finding good skilled workers. The gap between the skills you need to do your job and the skills you possess is a real concern for employers. Some employers prefer to recruit employees who are ready to work, while others prefer to train them in specific competencies so that they do not have problems in the future in how to do things within the company. But it is not only having academically competent workers that is the challenge, the real challenge is to make the work environment friendly and healthy for everyone, which will be reflected in the results, which is why all the skills that are developed both academically and personally are part of employability, which makes one worker different from another. (Robinson, 2021).

In this report I will reflect on the knowledge acquired in the module of academic and employability skills in relation to the topics Time management, Public speaking and presentations and Online learning experience in which I will take into account two factors one of them previous knowledge and the use of a reflection model which will be the Gibbs model. Finally I will draw some conclusions.

Lecturer review

There are many models of reflection but, all of them have the same objective: to obtain the best results from learning. Below two of most important:

Gibbs reflective cycle

A model of reflection is a structured process that is used to guide personal and situational analysis and improvement. Reflection is a concept that emphasizes awareness of one's own knowledge, past experiences and beliefs (Brush, 2021).

This theoretical approach, created by Gibbs in 1998, is based on a 6-stage cyclical model, starting from the description of an experience to the conclusions to be drawn for future decisions (Getting started with Reflective Practice, 2021).

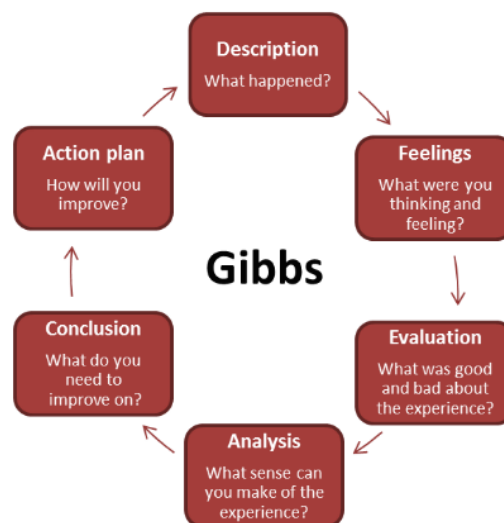


Fig 1. (Getting started with Reflective Practice, 2021).

Description

in this section a description of the situation experienced should be made, not any kind of analysis.

Feelings

You should analyse any sensation or thought, even if it was negative.

Evaluation

This is the analysis of what went well and the areas that need to be worked on.

Analysis

Here you give the value of the experience this means that you describe what has helped and what did not work.

Conclusion

At this stage there is clarity on ideas for improvement based on further research.

Action plan

Here you summarise all the previous elements and generate a step-by-step plan for the new experience.

This model shows in its initial three stages the situation and the last three stages the understanding of the experience and the steps to improve it (Getting started with Reflective Practice, 2021).

Kolb's learning cycle

David Kolb, educational researcher, developed a four-stage reflective model. Kolb's Learning Cycle (1984) highlights reflective practice as a tool to gain conclusions and ideas from an experience. The aim is to take the learning into new experiences, completing the cycle. Kolb's cycle follows four stages (Getting started with Reflective Practice, 2021).

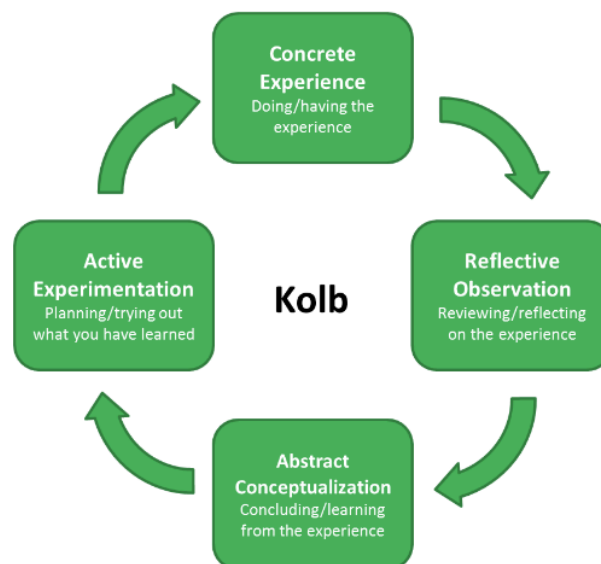


Fig 2. (Getting started with Reflective Practice, 2021).

Concrete experience

Experiencing something for the first time.

Observation

Reflecting on the experience should consider both the strengths and what needs to be improved.

Abstract conceptualisation

You need to be aware of the experience you have had and what you need to learn.

Active Experimentation

At this point you need to decide how to put what you have learned into practice and how to use it for future ideas (Getting started with Reflective Practice, 2021).

Time management /Organising study

I must start by saying that I have not been good at time management for few reasons, one of which is in the details when doing a project or activity because I spend a lot of time trying to do it as well as possible and this reduced the time I could spend on myself for example. Another reason is that I am easily distracted and it is not easy for me to concentrate when there is noise around me.

Regarding my online classes I think I also had this problem since sometimes the interference of other classmates when leaving the microphones open was really uncomfortable and the rhythm of the class was lost and this led to a delay in learning.

Nowadays, in addition to all the challenges in which we constantly find ourselves, there is a great ally or enemy, depending how we use it. It is called time, which determines all day-to-day activities and that often, because of poor management or bad practices, we end up losing our objectives. Among the most common problems is procrastination which is to postpone the responsibilities for later resulting in delays in results, frustration, stress and others. At this point it is important to recognise and identify the negative aspects that are influencing our attitudes within these we find the demotivation which is defined as the lack of interest in doing the things we have pending is here where we must work on aspects such as self-esteem, self-evaluation, self-esteem which will help us to feel more motivated at the time of executing our objectives.

Therefore, we must take advantage of the technology that offers us this new era in which we live where we find a number of tools such as apps, software etc. which will help us to better manage our time and achieve our goals more quickly.

We also find techniques which have been tested by experts through different studies and which have shown positive results among which we can mention smart goals, The Eisenhower Matrix, The Eisenhower box, kanban board, Do deep workavoid, the Pomodoro technique, track how you spend your time, and more.

whichever one you use, they are easy to implement on a daily basis. (The Ultimate List: 58 Time Management Techniques & Our Top 10 Picks (with mindmap) | Spica International, 2021).

The Pareto principle which was proposed by Vilfredo Pareto is a proposal which is widely used nowadays with regard to the use of time also called the rule of 80 which states that 20% of the effort generates 80% of the results. Another way of understanding this principle is to say that 80% of the consequences come from 20% of the causes. (The Pareto Principle Of Time Management, 2021)

Public speaking and giving presentations

Public speaking can be a real challenge for many people. We have seen professionals or students who have prepared many times for a talk, but when they feel they are in front of so many people, they show symptoms like blushing, sweating, trembling and in the end they simply forget what they have prepared for many days beforehand.

This may be the result of negative experiences in the past or in childhood where they suffered ridicule or rejection.

Public speaking is not just an activity of our century, it dates back 2500 years to Greece and Rome when citizens were trying to participate in society.

Aristotle (384-322 BCE), the most famous Greek Scholar, defined rhetoric as the “faculty of discovering the possible means of persuasion in reference to any subject whatever.” He divided the “means of persuasion” into three parts—logical reason (logos), human character (ethos), and emotional. (History of Public Speaking | Boundless Communications, 2021).

In my experience as a health care worker I see how public speaking has become an everyday part of our day to day life because we are the channels between doctors and patients which requires us to have skills when expressing ourselves and speaking in front of other people.

In my particular case, I have considered myself to be skilled in public speaking because during my life I have had a lot of contact with the public, which has taught me to handle different techniques when facing the public. However, it is worth noting that on my arrival in the UK everything has been very different, the difficulty of not being able to communicate fluently because I am in the process of learning the language has generated in me some problems which in the past I had never had, for this reason is that I strive every day to improve my communication skills in order to achieve the same or better than when I spoke in my native language.

I think that in addition to improving day by day to speak better the new language I am learning is to use techniques that perhaps I did not practice before and that have been very useful to me such as practising my dialogue several times in terms of pronunciation, another is to change my nerves into enthusiasm when speaking this means using a tone of voice that shows confidence, the volume of voice that is appropriate to the place where I am speaking this means not shouting but not too low that they do not hear me.

In relation to the presentation it is important to follow an orderly sequence which should be as clear and simple as possible without writing too much text because we only manage to tire the audience. At the end of our presentation we must make known the conclusions of our presentation punctual and concise.

Online learning experience

Online learning is not new to us as in mid-1996 educational institutions started to appear where we could access virtual education because in some places the low population made traditional education difficult. The countries that started with this modality were the United Kingdom, North America, New Zealand, Australia (Writers, 2021). However, it was in the year 2020 due to the pandemic that led us to switch completely to online education.

Among the negative aspects, which from my point of view are very few but important, is the lack of interaction with others. We know that above all, educational spaces such as schools, colleges, universities, institutions, whatever their purpose, generate large spaces for communication and socialisation where we share different experiences and points of view with others, which is very enriching for human beings because we are sociable beings by nature.

However, online learning from my point of view has been positive because it saves me time in transportation and the comfort of being at home without having to go out. Another advantage I find is the savings in materials, transportation costs that I can use in other things and I can move anywhere in the world without altering my educational program. Another thing that is worth mentioning is the skills that I have developed at a technological level and finally I think that I can better organize my study time without interfering in my personal and work life.

Conclusions

1. Knowing how to manage our time is a skill that helps us to lead a better lifestyle.
2. By being good organisers of our time we will not have problems of delays or poor results in the proposed objectives and will even avoid health problems.
3. Public speaking is a skill and we know that skills must be strengthened through practice and knowledge.
4. A good presentation requires a sequence of orderly and well formulated steps in a dynamic and effective way that result in new knowledge.
5. The use of technological tools are the pillar of online education for every student who wants to progress in knowledge in this era.
6. Self-discipline is a fundamental part of online learning.
7. Online learning promotes the student's ability to critique and analyse.

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