

Assignment title: Task 2 Report Academic and Employability Skill

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Lecturer: Barbara Chinyani

Student Name: Daniel Ifeanyichukwu Odunze

Student No: 2010476

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## Introduction

### 1. Academic and Employability skills.

Academic skills are concepts that enable students to perfect or sharpen Career-ready skills by preparing them for post-secondary and post-college education and careers. It enable them to pursue high learning without error. Employability skills enables students to make full use of their academics in work environment career development. Success in academics plays very important roles in student's life as it strongly links to the positive out come in what we value in life. People that are academically successful and with high levels of education are more likely to get better jobs with high salaries, and they are less dependant on Social assistance and less likely to engage in criminal activities. I will be applying Gibbs (1988) model, reflective learning cycle to write a reflection about my academic and employability skills on the following topics:-

- Time management.
- Reflection.
- Referencing.

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### 2. Time Management.

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Time management is a method of planning and organizing how to divide your time between activities. There are about seven Time management theories namely:- The Pomodoro Technique, The Pickle Jar Theory, Parkinson's Law, The Alpen method, The ABC method, The Pareto Principles, and Time Management matrix by Eisenhower. In this report, I will be using Eisenhower method to buttress my understanding of Time management. Eisenhower defined Time Management in four cycles namely:-

- Urgent (important/do it now) These are tasks with clear deadlines and to be completed immediately.
- Not urgent (Decide). These are important tasks but not urgent which you can prioritize and schedule to avoid rush.
- Not Important (Delegate). These are tasks you can decide who can do it for you. They may be urgent but not important. Examples of these are meetings that get in the way of the important ones. Tasks that need to be done but doesn't require a specific skill.
- Delete (Not urgent and not important). These are tasks that only serve to waste time, and you can remove from your to-do list, or that can be ok only in moderation, like watching movies.
- Eisenhower made me to understand the differences between "What is important and what is urgent". He classifies Urgent tasks as things that you can feel like reacting to, examples like Emails, phone calls, texts, and listening to news, while Important tasks are things that contributes to our long-time goals, values and mission. I prefer Eisenhower time matrix as it provides clear framework of decision making at all times. It pushes me to ask myself if an action is really necessary, which brings about deleting or eliminating those things that waste my time on a daily basis. I find Eisenhower matrix very useful for increasing my productivity and getting rid of behaviours that take up my energy, waste my time and rarely move me towards my goals.
- Before this term, I was not aware of any time management matrix and as such did not know that time can be prioritized in terms of importance and urgency. But now, I have understood that Time is important in life activities and priority should be given to all urgent matters. Time is money.
- I have learned how to Walk to my taste.
- Learnt never to hesitate when I should act.
- Have learnt that every moment counts.
- And learnt to put in practice what I have learned.

Action plan. Having known what I know now, I am going to take my time to work out my priorities and prioritize them according to Eisenhower method thereby deleting, delegating deciding and doing which that is a priority to me.

The usefulness of Time management in academic and employability cannot be over emphasized. It enables students to be more confident about any tasks thereby enabling them to be more effective and efficient in the work place. This brings about prioritizing, knowing, adapting, support, fulfilment and being flexible in time management. Time management is important for both personal and professional success.

### 3. Reflection

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Reflection is a Latin word meaning 'To bend'. Dictionary definitions includes 'reconsideration' mental faculty dealing with products of sensation and perception, and ideas arising in the mind, mental and verbal. Reflection is a process which involves engaging with someone's ideas, thoughts and actions and their underlying conceptual frame with a view to changing them and with a view on the change itself. Reflection is a concept that emphasizes awareness of one's own past knowledge, experience and beliefs. I will be using Gibbs reflective model on this topic because Gibbs method of reflection is widely used within the health care sectors because of its clear and precise analysis and evaluation of the experience allowing practitioners to make sense of experiences and examine their practice.

Gibbs has six reflective learning cycle as follows:-

- Description. This is of the experience/s you had either good or bad on a particular event.
- Feelings, and thoughts about the experience you had. Feeling angry, miserable, disappointed embarrassed or happy about the experience you had. Maybe later realised that feeling nervous is a natural reaction to speaking in public.
- Evaluation of the experience. This probably where you feel that the experience and feelings you had, has not been resolved. Maybe walking away without saying a word to any one at the end. Maybe you felt a bit relived after speaking to someone about his own experience, who in turns made you to understand that everyone feels nervous before their first few classes or activities in the public, and you felt more positive.
- Analysis; Making sense of the situation.
- Conclusion. Reflecting on this incident. How well or bad you performed. What you would have done differently on that incident. And what the incident might have taught you, and what you gained from the incident.
- Action Plan. What and what to do in order to improve your communication skills. How you would deal with similar situation in the future or general changes you might deem appropriate.

There are other models of reflection to mention but few namely:-

- Kolb's (1984) reflective learning is a theory with four cycles as follows. (a) Concrete experience (having experience), (b) Reflective observation (reflecting on the experience) (c) Abstract Conceptualisation (conclude and learning from the experience. Stage where new ideas or modifications are considered) and (d) Active Experimentation (planning and trying out what you have learnt. This is where learning is tested). Kolb's experimental learning is hugely dependant of experimental learning based on your own experiment, then reviewed, analysed and evaluated.
- Schon model (1991). Schon established a model of reflection which have a clear start and end to the process. There are just two stages of reflection in which is easy in nature to reflect on. The two stages are (a) One During, and (b) One After activity or event. This model of reflection is very useful and can help users to focus on learning and self-awareness after an incident. It helps professionals to become aware of their knowledge base and learn from their experience.
- Drisoll model of reflection (1994) is actually built on three concepts namely (a) What (description of the event) (b) So What (An analyses of the event and (c) Now what (proposed actions following the events). Drisoll model has easy to use structure because it is quite easy to remember and simple to apply.

- Rolfe et al's framework for reflective learning (2001) also has three reflective cycle like Drisoll namely (a) What (b) So What and (d) Now What. On reflective practices this is just based on describing a particular situation, Focus on the achievements, consequences, responses, feelings and any other problems. It's core importance is due to it's simplicity and clarity.
- John's model for structured reflection (2006) has five reflective cycles namely (a) Reflection (b) influencing factors (c) Could I have dealt with it better (d) Learning and (e) Description of the experience. This model of reflection is relevant because of it's structured reflective method and widely applied in learning because of having too many parts.

Having knowing all of these reflective models, I prefer Gibb's model of reflection to others as it encourages individuals to think systematically about the experiences they had during a particular event, activity or situation.

Reflecting on what I know before this term, As once a military personnel, I am fully aware that reflection plays an important role in life on what you have known, seen or tasted. Also in incident report writing it plays a big part. You reflect on what happened, how it happened and your conclusion to the incident.

I have learnt that reflection enables someone to find effective and practical ways of applying theoretical knowledge in the context in which they work. It improves understanding of context. It transforms perspectives and widen someone's understanding.

On my academic and employability journey this topic will enable me to discover what I am good at. It will also improve and empower my leadership skills, build strong relationships with service users and in decision making.

**4. Referencing.** A reference is a footnoted piece of information within the text of your writing, that provides an acknowledgement that you are using someone else's ideas. This means that all detailed sources and information you used in your work should be included in your citations and on your reference list. Secondary referencing is where one author is referring to the work of another and the primary source is not available. In that case you should cite the primary source you have read. I will be using Harvard model of referencing on this topic.

Harvard referencing system is made up of two components.

- In-Text citations which includes the author's surname and the year of publication shown in brackets. In-Text citations are used to indicate where you have quoted directly or paraphrased a source. This means that for each item of evidence that you used from an external source e.g. a book, a journal article etc, there will be an entry that includes the author's family name and the year of publication of the source that the information comes from. When referencing a web page (online sources) in your text, it should be the author's name and year of publication that you should put in brackets and not the web page address or URL.
- A reference list indicating all of the sources directly cited in your work. Reference list enables your reader to locate each source with you used in your work with ease. Reference list is an alphabetical list (by the author's last name and the year of publication) which includes the full bibliographical details of the book which enables the reader to find the source you used. Paraphrasing means writing someone else's words in your own. This is an alternative way to

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refer to someone else's work without quoting them directly. However care must be taken not to change the meaning of the original writing.

Harvard model of referencing encourages the following,

- List in alphabetical order by author's name and date (earliest first)
- Taking information from the title page of a publication and not from the front cover.
- Title of the publication should either be in italics or underlined.

I never new anything about referencing. I taught it was an achievement to convert someone's ideology to one's own.

I have learnt now that using someone else's idea as your own without referencing it is a crime that brings about plagiarism. This will also equip me with knowledge inline with my academic and employability skills.

In my academic and employability journey, this will show that I have read widely, improve my writing skills, help the reader find the original source of my work and also in getting better job.

## 5. Conclusion

Academic and Employability achievement is important for the quality development of young people in the society and people who do well in school are better able to make transition into adulthood and to gain occupational and economic success. This in turns gives the specialisation and knowledge required, in entering the job market where academic skills/specialization and knowledge will be put in good use.

## 6. References

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