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Module: Academic and Employability Skills (BMSW4001)

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REFLECTION ON MY LEARNING THIS MODULE

Academic and Employability Skills

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Introduction

In this report I will reflect on my knowledge and experience gained from the case study during the first term in the module Academic and Employability Skills. I am analysing the Gibbs reflection method, explaining the Eisenhower Method that helps you to manage your time. The topics I will reflect on are Time Management, Cover Letter Writing, CV writing and Public speaking and giving Presentation.

Reflection Model

Gibbs points out it is not enough to truly benefit from practice. Without concentrating on the knowledge, it can quickly be lost. It is from ideas and feelings that develop from focusing on that situation in particular. Since my practice, this template of reflection shows me a little about my feeling. It lets me think of what's good and what's wrong.

The six steps:

1. Description
2. Feelings
3. Evaluation
4. Analysing
5. Conclusion
6. Action plan

3.Academic and Employability Skills

3.1 Time Management

3.1.1 Time Management helps you using your time effectively and make the best out of it. When you manage your time, you can allocate time to do your studies or other things that are important to you and your daily aims improvement. What I thought before the end of the first term was that I was good at managing my time, which I later recognized is not correct.

3.1.2 There are a lot of things that can take a lot from your time. These can be your work, social life (family, friends, etc.), cooking and eating, studying, but most of the time we spend on sleeping. Seven to nine hours of sleeping are perfect for us to be energetic and efficient. This is not the fact when you oversleep (>7-9 hours per day) because first you will lose time where you can be productive. There are three basic principles, which will help you manage your time correctly and meaningful. At first you should minimize your time wastage to the maximum. Time wastage can be for example long sleeping or doing something what you do not have to. Secondly direct your effort efficiently and third focus on the most important things. Those are the very basic rules you should follow to get better in managing your time. I have also learned how I should apply the Eisenhower Method correctly based on my daily duties. It helps you to find out which your priorities are. "What's important to recognize is that we need to be able to separate the wheat from the chaff. If everything was important, then nothing is important. If everything was urgent, then nothing is urgent." (PRIORITY MATRIX/blog) So in the first one Slot are the important and urgent things. There are two different kinds of immediate and meaningful activities: those that you may not have expected, and those that you left for the last minute. By planning and preventing procrastination, you will minimize last-minute tasks. However, certain challenges and emergencies will not necessarily be expected or prevented. If you have a lot of immediate and substantial events, identify which of these you may have anticipated and worry about how you might plan similar activities in advance so that they do not become urgent. Next to this slot is the important but not urgent. These are the tasks that help you fulfil your personal and career ambitions and complete valuable jobs. Make sure you have plenty of time to perform these things right, so that they do not become urgent. Often, note to leave extra time

to deal with unexpected issues in your calendar. On the first slot down below there is the not Important but Urgent. Things that stop you from completing your priorities are urgent but not major activities. Tell yourself whether you are able to reschedule or assign them. And the last one is not Important and not Urgent, which are the activities that may distract you.

How it should look like:

	Urgent	Not Urgent
Important	Crying baby Kitchen fire Some calls 1	Exercise Vocation Planning 2
Not Important	Interruptions Distractions Other calls 3	Trivia Busy work Time wasters 4

(Product Plan)

3.1.3 This topic helped me to a lot to start managing my time properly. I used to get up very late and not have enough time to clean the house, put some clothes in the washing machine etc. I was wasting my time in sleeping and watching meaningless things on my phone. I can separate the different To-Do things between me and the person living with me so it doesn't waste my time.

3.2 Cover Letter Writing

3.2.1 I did few times a cover letter in my life. I addressed it , wrote down what is it about and mentioned my strengths and weaknesses. That is how I was told by a professional how to do it. But after my experience during this term I understand some things that I have done In the wrong way.

3.2.2 When applying for work, a cover letter is a text submitted alongside your CV. It serves as a personal introduction and helps to sell the request. As it gives you the ability to explain to an interviewer that you are the right choice for the position, a cover letter is necessary.

By highlighting acceptable ability and experience, you do this; hence, you can still write your cover letter with the role. In the different paragraphs there is different information that should be mentioned:

1. You should show in the opening sentence that you are writing the message. Start by defining the job you are applying for, where you have seen it advertised, and when you are ready to begin.
2. Explore why you are acceptable for the position, what drew you to this type of job, why you are involved in working for the organization and what the organization can bring.
3. Explain appropriate expertise and illustrate how the basic criteria of the job description complement your abilities. Summarize any extra abilities and explain how the company will profit from these.
4. To round up your document, then use ending paragraph. Clarify your confidence in the role and demonstrate your preference for a private interview.

The next step is how to address it. If there is a name, you should address it to whom it may concern and if not just use phrases like:

- Dear Sir/Madam
- Dear Hiring manager

How you submit the cover letter depends on how you have dealt with it. Sign off 'yours sincerely' as you include a designated touch. If you use a general greeting, end with 'faithfully yours'. (Prospects, 2019)

3.2.3 On the inserted picture below you can see my cover letter which a sample cover letter and the steps I have applied.

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XY
XY street
London
07000005635

04th January 2021

Dear Mr. X

Re: Children's occupational Therapist Volunteer

With this I would like to apply for the volunteer role as Children's occupational Therapist, that I found on xy.co.uk. As expected, I am sending you my CV.

Now I am doing my Certificate of Higher Education in Health and Social Care. After I finish, I will continue with my education so I can become one and this will help me to gain experience in the area.

As you can see on my CV, I have experience in:

Working with children, because I am working as a nanny and I can build up easily connection to children from different ages.

I look forward to hearing from you

Your sincerely

Mihaela Ganchev

3.3 CV Writing

3.3.1 Since I started searching for a job I did a CV. In this CV I used to put information that I thought it is important like name, nationality, date of birth, my previous jobs, education and my interests.

3.3.2 This document is being used when you are searching for a job. It helps you to analyse your education, qualifications, and experience so that you can offer your skills to prospective employers effectively. After the October Term I know that there are different kinds of CVs. Here are some of them:

- Chronological CV (includes all the gaps from my history, mentioned qualifications and the experience I got (like the job wanted), additional skills and things I know)
- Skills-based CV (skills profile, which should be connected to the job you are applying for and show a proof how you apply the skills in different scenarios)
- Academic CV (similar to Chronological CVs with added publications, teaching experience, research, conferences and presentations)

In your CV you should put contact details, profile with your characteristics which make you different, education, experience, skills, interests and references which is not a must.(Prospects)

3.3.3 The way you make the CV makes you much more professional and it shows the person who is reading this a picture of you. That is why it has to be perfect and the first step is to find which CV fits your situation best. As a product of what I have learned I did my own Chronological CV where I am applying as a volunteer.

Mihaela Ganchev

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I am doing my Certificate of Higher Education in Health and Social Care. I want to continue with Health and Social Care until my Level 6. I want to achieve my goal which is to become a Children's occupational Therapist. I have all of the skills required for this job as a volunteer.

Education

CerHE Health and Social Care (2020-present)

Commercial High School Carl-Theodor-Schule, Schwetzingen (2019-2020)

Secondary School, Karl-Friedrich-Schimper-Realschule, Schwetzingen (2014-2019)

- 3 GCSEs in German, Maths and English

Secondary School, Theodor-Heuss, Otfersheim (2013-2014)

Primary School „St. Patriarch Euthymius“, Varna (2008-2013)

Employment

Cashier, Mueller Ltd. & Co. KG (2019-2020)

Packer, SYNERGIE (March 2019-November 2019)

3.4 Public Speaking and giving Presentations

3.4.1 Public speaking was always one of my weaknesses. I never felt confident enough to speak in front of other people. Even when I did it good, I was too nervous before and while speaking in front of people.

3.4.2 Very important is to test everything before your presentation. Maybe the PowerPoint will not open or the video does not show up. There can be many issues during the last minutes. According to your audience you should dress to the matching situation. You should look as professional as possible. Mobile phones should be off, you do not want that someone calls during your presentation. It can a distraction. You can prepare handouts for your class with summarized information. To avoid the situation when they will read it instead of being focused on you, you should give them after your presentation. As an opening of the presentation, the first few sentences should get their interest. Think about something creative. Plan the way you want present because improvisations can take the wrong way sometimes. While presenting you should speak loud and understandable. In addition, make little breaks so the audience can assimilate the information. Use your body, you can show on the screen or poster, but do not turn your back. Try to have eye contact to all the audience not only one point of the room, the slides, or your notes. You plan your time; you can do this while you are practising. Its good if you end up earlier because so you can avoid lost time by interruptions. You should look motivated. Make the audience part of your presentation and stay focused. (Moodle)

3.4.3 what I have learned from this topic is to practise more often and focus on the presentation. I have applied it already. I practised a lot before our individual presentations. I tried to stay as focused as possible while presenting and to involve my body. After I finished, I asked other students for their feedback on my behaviour. Their answers were very positive, and they said that I looked confident while presenting.

Conclusion

In my conclusion I will focus on the public speaking and giving presentation and time management. They both helped to develop as a person and to get a little bit out of my comfort zone, make bigger steps. I am now more organized I have time for almost everything now, because now I know how to manage it correctly.

References

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