

ACADEMIC REPORT

Reflection of Learning on Academic Employability Skills

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Academic Report

This report is an analysis of model of reflection, as the chosen one is Gibbs reflection cycle. Gibbs reflective cycle is the model that I am going use as my support within my learning reflection. Gibbs reflective cycle was one of the famous models of reflection leading to 6 stages. Gibbs' Reflective Cycle was developed by Graham Gibbs in 1988 to give structure to learning from experiences.

Which the stages were:

- ◆ Description of the experience
- ◆ Feelings & thoughts
- ◆ Evaluation
- ◆ Analysis
- ◆ Conclusion
- ◆ Action plan

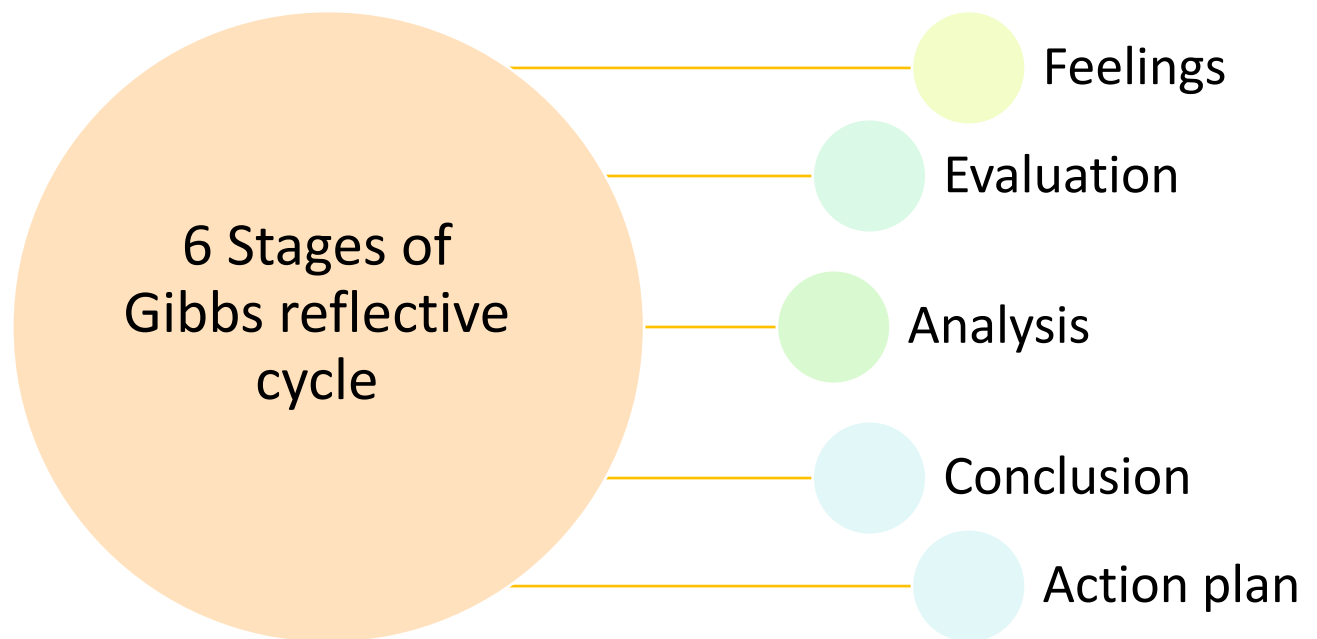
Gibbs model of reflection it is based on making sense which goes from you taking decisions at your workplace, in which helps you to express your feelings and thoughts regarding to the present experience, which will lead you to evaluate and analyse the good and bad side of the experience and how to make it make sense.

With the conclusion of the experience, it will help you to understand what you have learn within the experience.

- “The model – each stage is given a fuller description, guiding questions to ask yourself and an example of how this might look in a reflection
- Different depths of reflection – an example of reflecting more briefly using this model.

This is just one model of reflection. Test it out and see how it works for you. If you find that only a few of the questions are helpful for you, focus on those. However, by thinking about each stage you are more likely to engage critically with your learning experience.” *(The University of Edinburgh, 11/11/2020)*

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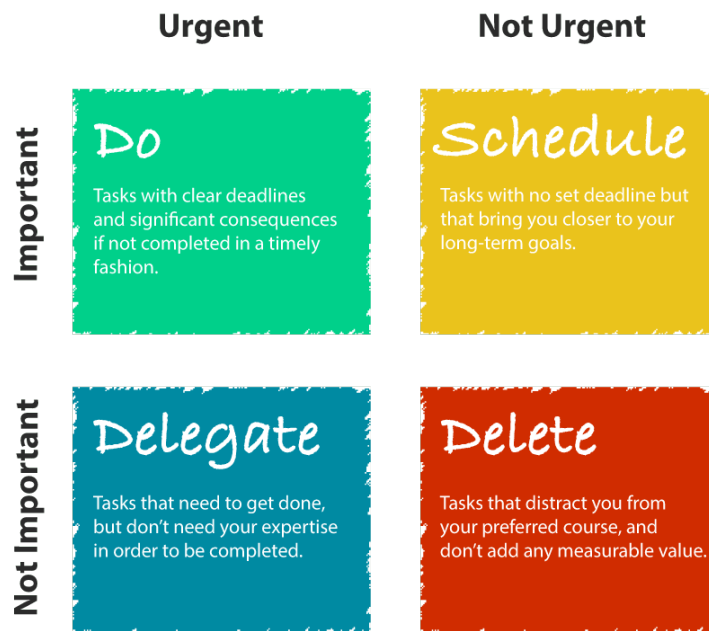
These are 6 stages of Gibbs Reflective cycle

The topics I have chosen to support within Gibbs Reflective model were:

- ◆ Time Management
- ◆ Online learning
- ◆ Public speaking & Giving presentation

- 1- Time management/ organising study- With Time management reflecting back on what I have learned the past term is that time management is where you reflect back into your priorities.

Time management requires you to select your goals, In which will help you to keep focused on that one main priority proposed. With time management you are also able to save time and make it more useful and have productive routine. To. Help to control and use time effectively. It is recommended to use the "Eisenhower Matrix", which will help you to understand the distinction between tasks that are important, not important, urgent and not urgent.



The Eisenhower Matrix

The Eisenhower Matrix contains four quadrants which are expanded as from important/to, followed by important but nor urgent as it needs to be scheduled, urgent but nor important but still needs to be delegated and finally nor important, nor urgent that needs to be deleted as it has minimal importance. It is crucial to know how organise your time effectively and yourself for your studies, preferably have go to schedule, where it is easy to access. I felt that managing time is good and it crucial for future. After lessons also have searched more regarding the “The Eisenhower Matrix” and have found that “The Eisenhower Matrix was developed by Dwight D. Eisenhower, the 34th President of the United States who also served as a General in the United States Army and as the Allied Forces Supreme Commander during World War II. With his many titles and his wholly successful career, Eisenhower was the epitome of productivity and time management. His experience and skills led him to develop the world-famous Eisenhower Matrix.”

This topic was useful for my academic journey and employability as it will lead me to have better skills within managing my time effectively within the health social care sector. It will be crucial for me to maintain an organized routine as it may affect not just my work-life and personal life too. In reflection with my chosen topic, I believe that after learning deeply about time management, I have been more able to focus on my coursework during this academic year and to put in mind how crucial this course is for me, as it will help to develop better skills in future and for my desired career, this where have taken my action plan within Gibbs reflective cycle, as I seen what changed after reflective what could be done better regarding to time management.

- 2- Online learning- Online is an easy version of learning and studying by distance. There are many online applications that can be used to feature with your colleagues and lecturer of the potential course that you are studying at current time.

Before of the start of the term I had minimal knowledge regarding to online learning as I have only had online lessons twice from the beginning of the pandemic. Reflecting back on what I knew before this term was that we needed to how use technologic devices, in in which somehow turned life much easier, do there was minimal need to have extra inductions about being introduced to software products from windows. Feelings that I had that moment were confused and mixed, as everything changed in click of fingers in a space of days and no one was prepared, for such a quick change of environment. We were forced to learn by distance, which I believe does not feels the same, as presential lessons in which teachers are more able to understand if students are comprehending and interpreting well the topic that is being discussed in lessons. I do believe that presential lessons do engage your thoughts into criteria. My analysis related with the 6 stages of reflective cyle, within online learning is that I believe at home environment we do acquire more distractions that surrounds us which can easily lead us to have queries, doubts and confusion, which can also lead to failure. The good perspective is that students are more flexible within their timetables while they could learn anywhere at the time requested, this could be from the comfort of their homes to anywhere outside, where they have a device where internet is reachable.

This topic it will be useful for my academic journey and employability since we do know how long will this pandemic last, it will be crucial for my studies at least for now on. With my employability skills it will be crucial as I want work as general practice nurse/doctor, online learning will a good foundation of knowledge that will have in life as many people have not had the opportunity to know how it feels studying through a computer and try to maintain your full concentration, which also I learnt how to overcome these small barriers, which shows how am able to work with new technology a while a fast learner, in which demonstrates my problem-solving skills.

- 3- Public speaking and Giving presentation- Before the beginning of this term I did an average knowledge of how to produce and give presentation. While ago, before entering into higher education, in past I did have modules where I was requested to give oral presentations where I would pick a specific topic and discuss about it in detail, in front a of my classmates. To me it is easy as I have been doing it for a long time. Giving presentation it does requires you to prepare and plan your objectives.

It is important to gather correct information, for the best quality and outcome of work produced. With public speaking it is predominant for you when you know a variety of formal words as it implicates your approaching to your target audience. From here I do believe that I used one of the six stages of Gibbs reflective cycle, which is Analysis and evaluation. These two stages helped to recognise about strengths with public speaking, I believe that have got

enough confidence when speaking and giving out information, how clear I land my objectives within my subjects.

During this term what have learned was that there are more ways of giving public speaking and giving presentation such as online, like Microsoft teams, which is a software application that is used to video calls. Through this application have learned that giving presentation is not just about talking about a relative topic, you have to be able to make your audience to engage and make sure they are participating and understanding your debate within the topic that you have picked. I have also realised that your body language is very important into my analysis. When publicly speaking, you have got demonstrate your most professional perspective and use formal language as it does influence the outcome and quality of work produced.

This topic will be useful for my academic journey and academic in my future career in health social care sector because I believe it will help to understand what is necessary for a presentation in future, like presenting a project to develop new ideas for the health sector, ideas that could potentially change. Also, this topic will help to deliver presentation into different methods of presenting and publicly speak. I have also learnt that is important to speak clearly and straight-forward to my target audience, which leads me to have a conclusion and action plan as I decided that my action plan is to make sure I be able to plan much better my notes of what I could potentially say to deliver the best information with my subject as my conclusion, for future references, from the 6 stages from Gibbs reflective cycle.

In conclusion with my report, I do recognise the importance of the reflection cycle it is important for us, students so we are able to express our feelings regarding to the assignment, specially what you felt during the situation, before and after assignment and what are your thoughts. Evaluation it does also gives you chance to evaluate yourself and your assignment, main thoughts would be what were the good and bad perspectives regarding the assignment, give an explanation of what did not go well and what was the type of positive and negative contribution given to assignment. Analysis did give me chance to understand where I could make sense, especially when the topic was time management, I believed that I needed to recognise that before the learning about the same topic I was not so organised as I am right now and made realise how much I needed to prioritise things such as my education, assignments to finish before due dates. My action plans would be to try being better manage my time better, everyday do spend and expand more of my routine into my studies as it is crucial for me to become successful, I suppose that skills required to make a better outcome would be having more professionalism and better strong work ethic

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