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Introduction: Skill number 1: Finding information / Research Skills

Gibb's Model:

- Description

During the class, in week 3, we discussed with our professor where we could find useful and relevant informations. We've learned about UWTSD library and google Scholar. We've learned about other types of sources as well, like conference speeches, dictionaries, encyclopedias. During the class we had the activity of finding a reliable source of information regarding "What is the most effective way to motivate staff?"

- Feelings

Before starting this task, I felt a little bit stressed because I didn't know where to actually find relevant information about this topic. It was my first time using UWTSD and I felt like it was a little bit too much, after I've become familiarized with it. The little bit of frustration that was built-up faded and I managed to concentrate about the task.

- Evaluation

The things that were and worked well, was that I had direct access to any source that I would need in completing this task. It contributed positively and gave me plenty of information to chose from. What didn't go well, was the fact that it was hard to choose to most effective way.

- Analysis

I think that the initial reason that the research did well, was because I knew where to find the information and I was able to choose from plenty of sources. I was happy with myself that I was able to know how to choose some keywords and be able to stick on the topic.

I initially was happy with the fact that I had access to all of the sources, but it quickly became an issue, this was because I found it, in the beginning, hard to choose from. I should have think about this issue before starting.

I searched through some literature on how to motivate staff and found two things that helped me understand the situation. Henderson's (Nursing management, Harrow, London, England, 2013) suggests that the staff has an improved motivation when their workplace is professional and it is constantly improving.

Another literature found (E3S Web of Conferences, 2021), said that in order to motivate your employees, you should use a grading pattern so their goals and objective could match their own with the enterprise.

- Conclusion

I learned how to efficiently use the sources I have access and how to differentiate the useful information from another type.

- Action plan

When the time comes, I will use the information that I've found to motivate my employees.

References

<https://www.ed.ac.uk/reflection/reflectors-toolkit/reflecting-on-experience/gibbs-reflective-cycle>

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Introduction: Skill number 2: Note-taking skills

Gibb's Model:

Description

During week 2 of our class, we discussed note-taking, I learned how to take notes effectively and how to avoid mistakes while doing it, for example not writing down some important bits of information, that later would be useful.

Feelings

I felt overwhelmed while starting the class, because I didn't have the experience to know what was actually an important information, but after further explanations done by the professor, I managed to understand what an important information actually means.

Evaluation

I've found this experience useful but on the other hand hard, because learning this skill requires concentration and paying attention to little details and being able to take out the most important part of it.

Analysis

In the first part of the class, I was a little bit confused because I didn't really understand what I really have to do, I tried to write every word that our professor said during the class, but obviously I couldn't and I missed some important information because of this mistake.

Our professor explained to us the importance of taking notes, and also what mistakes we should avoid to have a better quality, so the topic that we are taking notes about, it is clear and concise. She told us to not write every word that she told us, because we have to write down only the important information, that's what we should focus on. I also had to make some improvements on my handwriting.

Another useful piece of information was that it (dd) told us to use abbreviations and even colours, so we can have some highlighted pieces of information that we could use in the future, while reviewing the paper.

And lastly, the most important part of taking notes in my opinion, is to review the notes after the class is done, so the information is fresh and maybe I could repair some spelling mistakes that were done during the class.

Conclusions

I learned that I have to write down as concise as possible, so I don't get overwhelmed by the amount of information presented.

References

Introduction: Skill number 3: Summarising skills

Gibb's Model

Description

During the week 7, I learned what summarizing really mean and how to do it in an effectively way, by telling the most important parts of a text, with my own words. I learned what to summarise, why and when to do it in an effective way. The professor presented us two texts where we needed to summarize what the text is trying to tell with our own words. I managed to do it and it was close to the answer that our professor wanted.

Feelings

I felt confident about this skill, because I learned fast and already had an idea about what this skill is about, I was happy with myself for reaching the desired answer from the first two texts that were presented to us. I felt a bit intimidated by the third text, which was denser than the previous two, but I managed to provide an answer close to the suggested answers.

Evaluation

Everything worked well, I paid attention in class and after our professor explained how to do it, I didn't had any trouble doing it on my own, without any other help.

Analysis

From the start of the class, I was interested about learning this skill, because in my opinion is one of the most important skill on it's own as well as combined with another one.

Before reading it I tried to predict what the topic was about and make an opinion based on this. I tried to ask myself questions about the text and see I really understood what was the topic about and made sure that I have not misread anything. After I double-check the text, I determined what's important and moved further with summarising.

I've learned the steps on what to do to summarize a text effectively and how to not stumble on unimportant informations and focus only on the important ones. I found out that the most effective way is to read the text or speech multiple times, so I have a better understanding of the whole topic that is presented. Then I learned that we can check with one of our others colleagues to see if we got the same idea and that I really understood the information that is presented, even if I was sure I did.

Conclusions

I've learned that it is important to read the text multiple times and have a better understanding of what the text is trying to communicate.

References

<https://courses.lumenlearning.com/suny-basicreadingwriting/chapter/outcome-summary-skills/>