

LDE Assignment 1

3/24/2025

E-Portfolio link:

<https://sites.google.com/view/masweres/task-4>

Module Name: Learning in Digital Era

Module Code: ACCA4025

Student Name: Peter Miles Maswere

Student ID: 2352060

Lecturer Name: Koushik Modak

Table of Contents

Introduction	2
Task 1: Essential Academic and Employment Skills for the future career Path	2
Task 1 (a): rt on Essential Academic and Employment Skills	2
Task 1 (b)	3
Task 2 (a): Collaborative Mind Map and Individual Poster	4
Mind Map (Collaborative).....	4
Link: https://mm.tt/map/3952545938?t=fzeTCzFAHg	4
Task 2 (b): Poster (Individual).....	5
Link: https://canva.link/aoqece0tl5edq8o	5
.....	5
Task 3 (a): Virtual Collaboration and RefWorks	5
Report on Virtual Collaboration	5
Topic 1: Forming a team	5
Tak 3 (b): Step-by-step process of using RefWorks with visuals	7
Task 4: E-Portfolio Creation and Evaluation.....	8
Task 4 (a): E-Portfolio Creation	8
Task 4 (b): Illustrative Review of E-Portfolio tool Selection	8
Conclusion.....	10
References	11
Task 1 References:.....	11
Task 3 References:.....	11

Introduction

Task 1: Essential Academic and Employment Skills for the future career Path

Task 1 (a): rt on Essential Academic and Employment Skills

These skills are required in academia and the workplace and job markets — analytical thinking, problem solving, knowledge of digital literacy, the ability to think critically, and to work in teams. They are crucial to academic success and employability in the highly competitive labour market. Successful communication skills will facilitate communication in reports, presentations, and work scenarios. [1] mentions analytical thinking as consistently one of the most desirable employability skills. Besides, problem-solving can help graduates study complex environments and generate creative solutions, it is the other most crucial area [2]

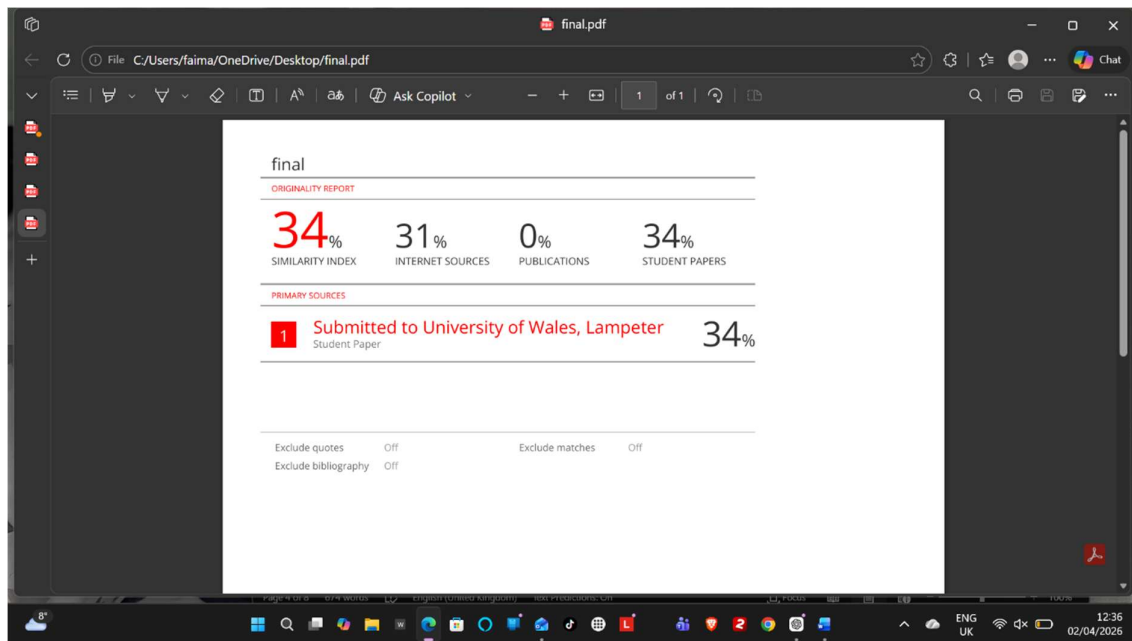
There is growing demand for using technology in the workplace [3], which makes digital literacy more vital than ever. Knowledge of digital tools, data analytics, and online collaboration tools enable better productivity and adaptability [3]. Teamwork is another important skill because most occupational settings require collaboration between multi-disciplinary teams, and is obtained by strong communication [4]



[1].

University graduates acquire these skills and are also prepared for difficult experiences at the workplace, in turn resulting in better career opportunities. Employers want people who can work well, take on new challenges and contribute to organisational goals. This will in turn prepare a person to ascend to any career field after graduation. Learning fundamental employability skills is necessary for academic and continuous career development. The most demanding and challenging skills of this time. Today's graduates require both hard and soft skills and these are essential to a career as a data analyst. Communication, critical thinking, working with other people, getting adaptable, is just as important as any other skill. For them, experiential learning integrated into business education provides opportunities for practical competence. This arms graduates to have a smooth entry into the workforce. Through full participation in academic and extracurricular activities, I can enhance my employability profile and provide a more thorough skill set [6]

Task 1 (b)



Based on the similarity report displayed in the image above, I received a score of 34%, primarily due to the questions posed in the task and the internet sources. This indicates that I need to enhance my work by reducing the repetition of questions and ensuring all citations are proper of all sources.

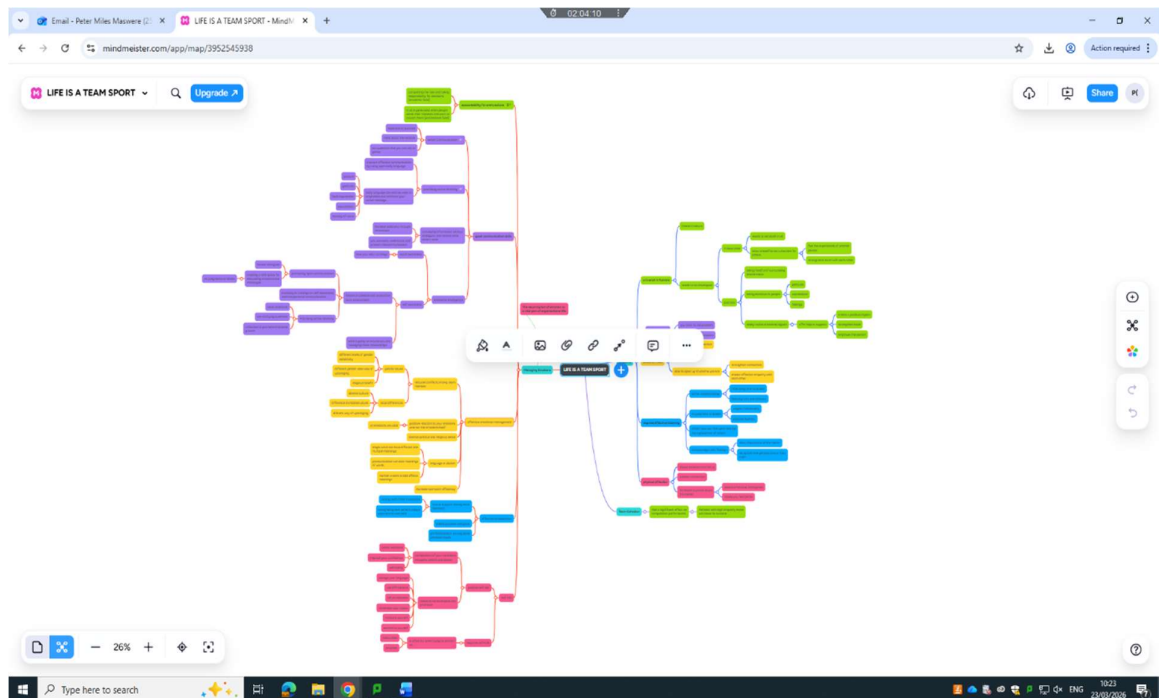
In terms of self-assessment, I would rate myself at approximately 75% out of 100%. I firmly believe that I have invested sufficient time in researching, reading, and comprehending each question prior to providing my answers.

Throughout the classes, I made it a point to ask the lecturer to clarify any concepts that were unclear to me. Additionally, I diligently recorded all vital information, which I later utilized along with my online research when responding to questions.

Task 2 (a): Collaborative Mind Map and Individual Poster

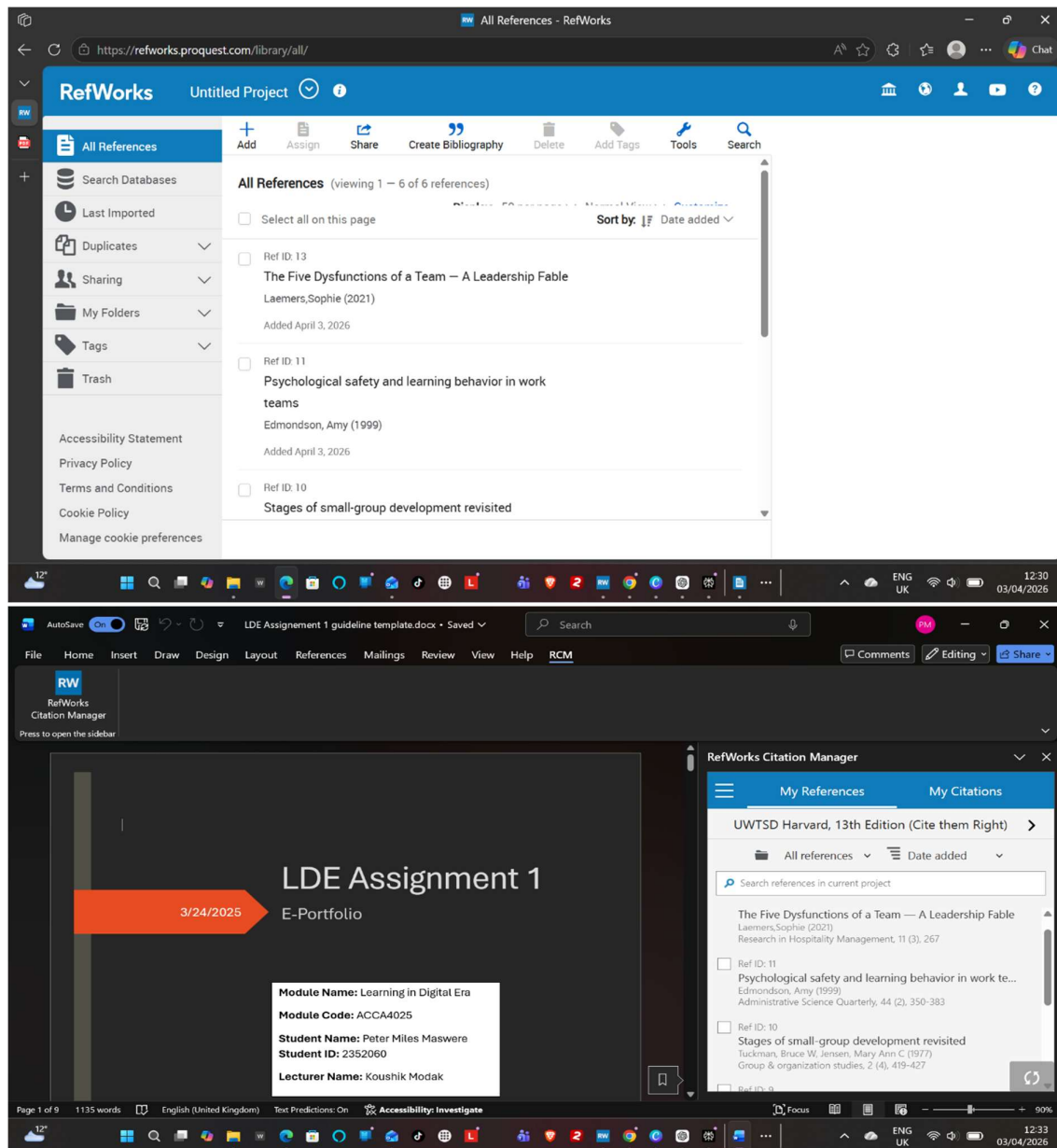
Mind Map (Collaborative)

Link: <https://mm.tt/map/3952545938?t=fzeTCzFAHg>



trust is a direct factor in the progression of a team through Tuckman's stages of development. Teams will struggle more in the storming phase of the development process without trust due to unresolved conflict and undirected and honest communication. Conversely, trust-based teams can effectively experience constructive conflicts [3] that also contribute to optimal decision-making and commitment [3]. This ultimately lends itself to facilitate smoother shifts for people to be absorbed into stages of transition: those in which the working process enters norming and performing, and collaboration and output are maximised [5]. Trust also increases morale as well as productivity. If team members trust each other, they are more likely to work well together, delegate and focus on common goals. It saves time in resolving confusions and is more efficient overall. Authenticity is another critical aspect, in the sense that if it's time for people to reveal themselves, that is trust building, people will create trust and talents will rightly be identified and utilised, and an identity is being created. During this formative stage, active listening, clear expectation and FAST goal models help leaders build trust and establish an environment of clarity and alignment [6]. So, they promote a cohesive and engaged team culture through these practices. As a result of this, the main element that supports virtual teams' development is trust. It eliminates ambiguity, clarifies the process of communication, promotes conflict resolution as well as speeding up the development of the team through stages, increasing performance and performance outcome.

Tak 3 (b): Step-by-step process of using RefWorks with visuals



RefWorks was used to organise and manage all sources collected for this research. It allowed references to be stored in one place, grouped into folders, and easily retrieved when needed. The screenshots demonstrate how sources were imported, categorised, and annotated within the system.

Using RefWorks also ensured that citations and bibliographies could be generated automatically in the required referencing style, improving both accuracy and consistency.

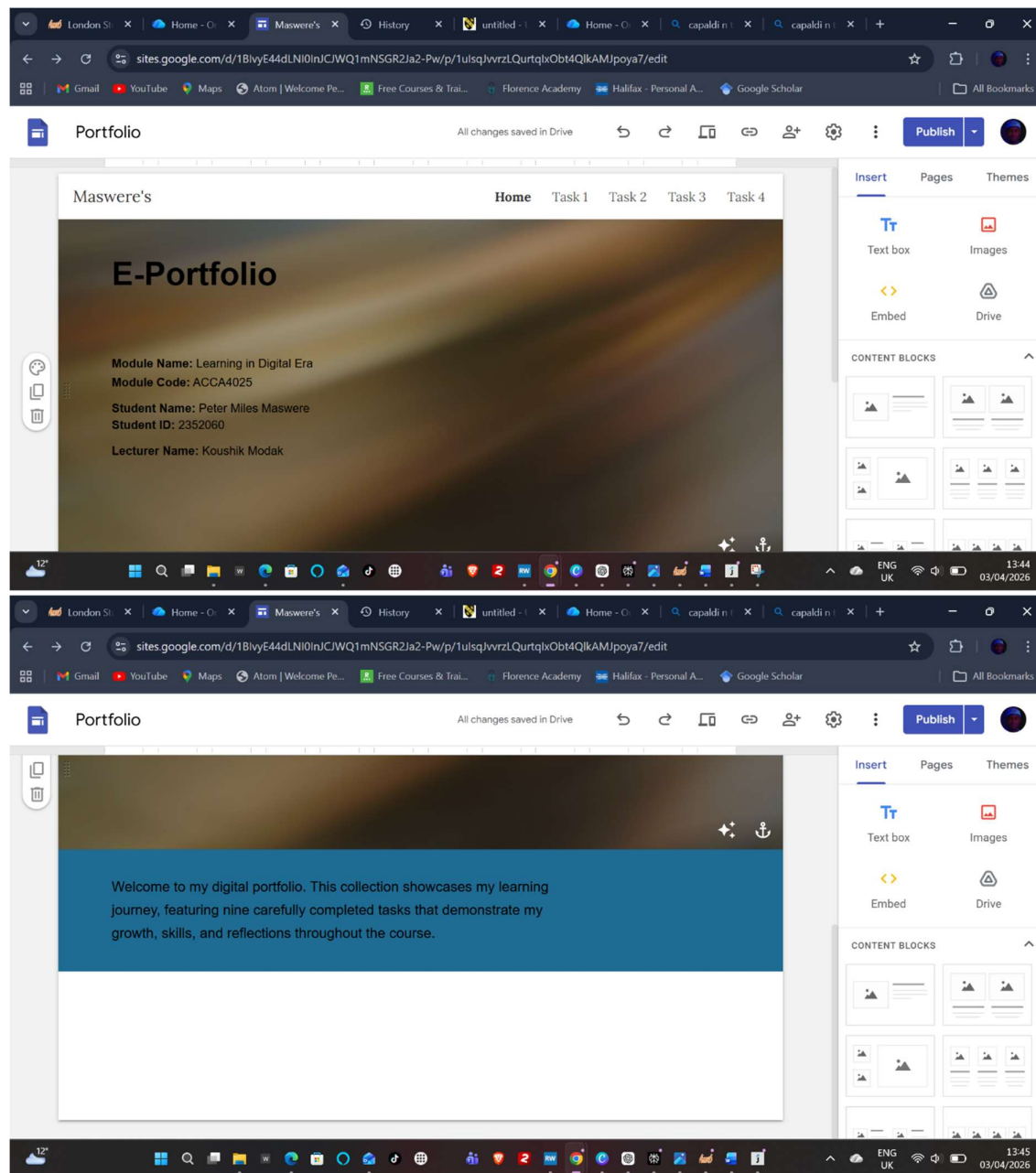
This reduced the risk of errors and saved time when compiling the final reference list. Overall, RefWorks supported a more efficient and structured research process by keeping sources organised and simplifying citation management.

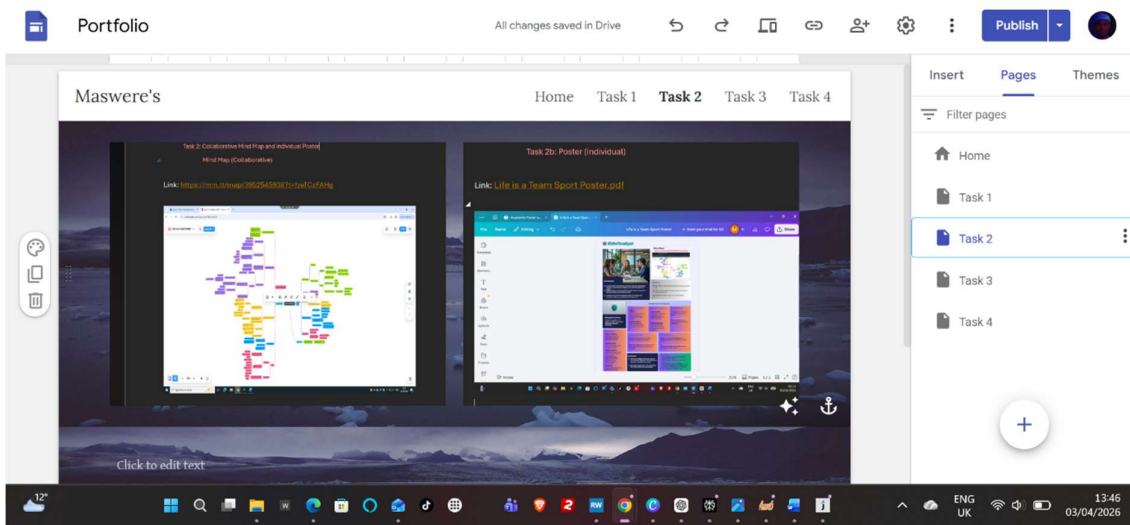
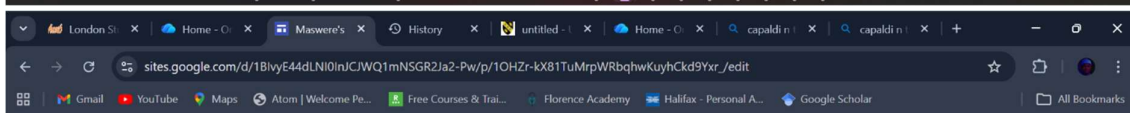
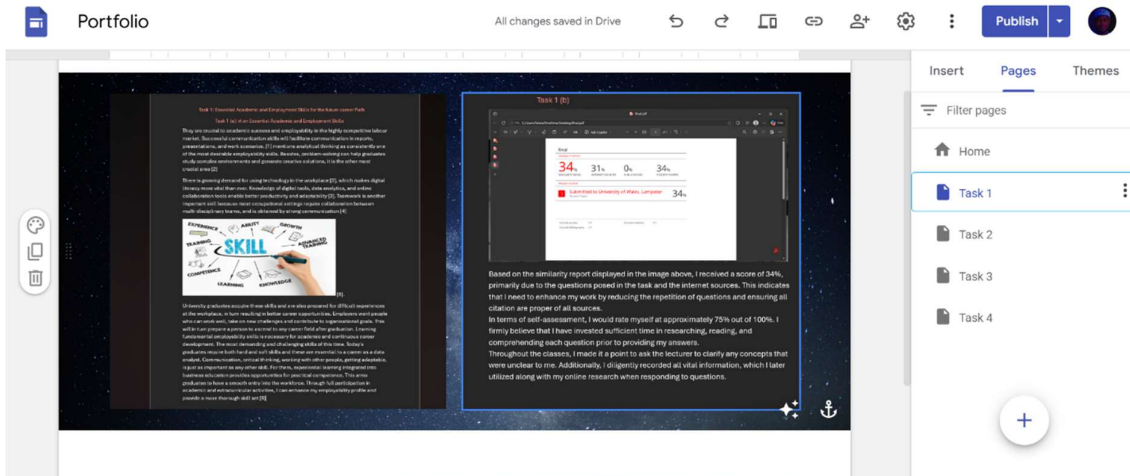
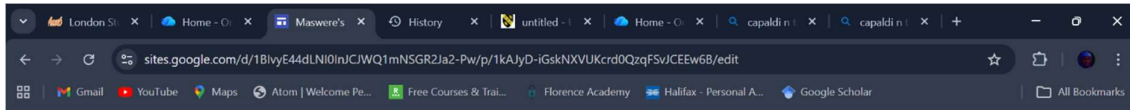
Task 4: E-Portfolio Creation and Evaluation

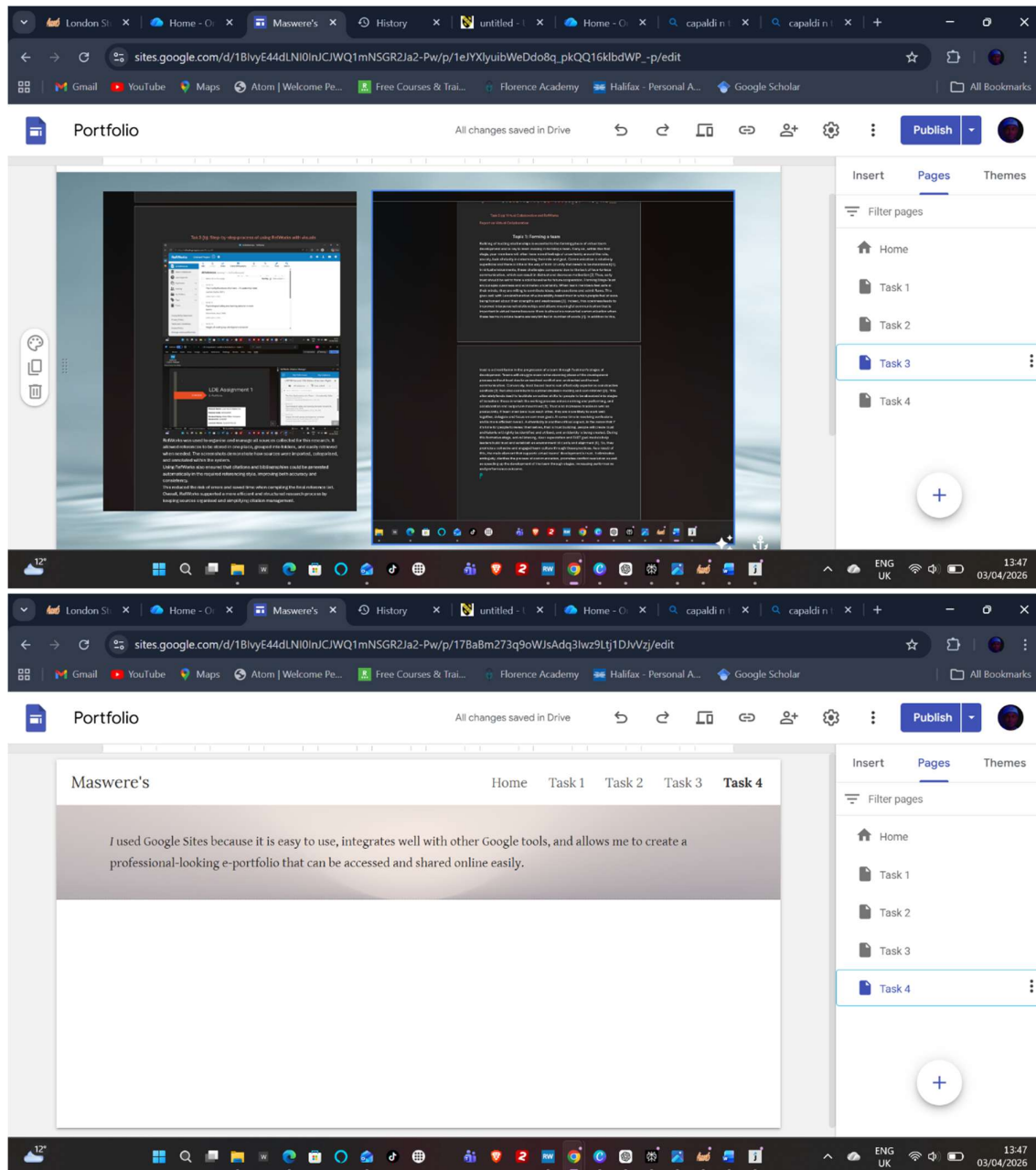
Task 4 (a): E-Portfolio Creation

Link: <https://sites.google.com/view/masweres/task-4>

Task 4 (b): Illustrative Review of E-Portfolio tool Selection







Conclusion

In summary, this assignment has highlighted the importance of developing essential academic and employment skills, including effective referencing, teamwork, and digital collaboration. Through creating a written summary with proper IEEE citations, reflecting on my work using Turnitin, and engaging in collaborative mind-mapping, I have improved my ability to communicate and work professionally in my chosen field. Additionally, designing an academic poster reinforced the value of teamwork concepts for career success. Utilizing automatic referencing tools also enhanced the accuracy

and efficiency of my citations. Overall, these tasks have strengthened key skills that will support my academic progress and future career development in the digital era.

References

Task 1 References

References

- [1] A. Smith, "Skills training," 2018, [Online]. Available: <https://legalprojectmanagement.co.uk/wp-content/uploads/2018/02/Skills-v1-crop.png>. [Accessed 23 03 2026].
- [2] "The Future of Jobs Report," World Economic Forum, Geneva, 2023.
- [3] B. Csapó and F. Joachim, THE NATURE, B. Csapó and J. Funke, Eds., Chicago: OECD, 2017, p. 20.
- [4] S. Nikou, D. R. Mark and M. K. Matin, "Workplace literacy skills," *Emerald Insight*, 2022.
- [5] K. Same and M. Nastaran, Multidisciplinary Teamwork in the, Tehran: IntechOpen, 2024, pp. 1-12.
- [6] D. M. A. V. P, B. Shahina and B. H. Nihad, "Developing Future-Ready Graduates: The Role of Employability Skills and Student Engagement in Business," *International Journal of Business and Management Invention*, 28 04 2025.

Task 3 References:

References

- [1] S. Laemers, "The Five Dysfunctions of a Team — A Leadership Fable," vol. 11, no. 3, pp.267, 2021, doi: 10.1080/22243534.2021.2006940. Available at: <https://doi.org/10.1080/22243534.2021.2006940>.
- [2] A. Edmondson, "Psychological safety and learning behavior in work teams," *Adm.Sci.Q.* vol. 44, no. 2, pp.350–383, 1999,
- [3] B. W. Tuckman and M. A. C. Jensen, "Stages of small-group development revisited," vol. 2, no. 4, pp.419–427, 1977,
- [4] D. Sull and C. Sull, "With goals, FAST beats SMART," vol. 59, no. 4, pp.1–11, 2018,
- [5] B. W. Tuckman and M. A. C. Jensen, "Stages of small-group development revisited," *Group & Organization Studies*, vol. 2, no. 4, pp. 419–427, 1977.
- [6] D. Sull and C. Sull, "With goals, FAST beats SMART," *MIT Sloan Management Review*, 2018.