



Prifysgol Cymru

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Reflective Report

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1. Introduction

Chang (2019) defined the term reflection as the process that involved the examination, as well as, exploration of oneself along with his or her attributes, perspectives, actions, and experiences. As expressed by Anderson (2020) the significance of reflection in academic and professional is that it helps an individual to build his/her competencies and review on their strengths and weaknesses instead of putting things the way they have always been. Reflection assists in questioning the positive and negative sides on an individual in a specific area or subject.

Nevertheless, a number of reflective models have been proposed to date, including Gibbs reflective cycle, Kolb reflective cycle, Driscoll model, Schön model, etc. In this report, I will report on four topics that include time management, organizational study, academic reflection writing, and public speaking which I have learnt throughout this course module during class lectures. I will reflect on these topics following the Gibb's reflective cycle.

2. Gibb's Reflective Cycle

Gibbs reflective cycle was proposed by Professor Graham Gibbs in 1988 for people to learn from any circumstances they face or experience on the daily basis and intend to improve themselves by looking at their strongest and weakest sides (Adeani et al., 2020). This cycle is divided into six important phases that include description, feelings, evaluation, analysis, action plan, and conclusion.

3. Academic Reflection Writing

Description

When this course begun, I always thought of working on my academic writing skills unless I knew this was the part of this course. However, I never realized that my professor was providing me the chance to write down all that was on my mind while performing this task until I had already made the decision to write a reflection at the conclusion of my course.

Despite the fact that I had no prior experience writing an academic reflection, I was certain that this project wouldn't present any difficulties as I went about documenting my reflection because I had been keeping daily journals based on my real experiences.

Feelings

Since I always wanted to share my experiences, knowledge, and ideas, finishing this project was thrilling and fascinating for me. When working on this project, my head was filled with several ideas that needed to be written down. The only difficulty I encountered was writing a three-page reflection because I had never written anything about my experiences and learning that lengthy before.

Evaluation

In order to make my project presentable and engaging for my professor to read, I conducted some research on how to write an academic reflection before starting. I also read various samples to understand what it should look like and what faults I should avoid. I thoroughly loved reading the samples, and I discovered that reflective writing required the most critical thought and satisfaction since it allowed the writer to discuss nearly anything without reservation or fear. My study has helped me to learn that while writing a reflection, length is irrelevant. The only thing that made

writing this assignment challenging for me was that I couldn't convey my feelings or emotions; instead, I simply continued writing, even though I knew that my words couldn't fully capture what was going through my head. Writing and speaking expressing myself was one of those things that upset me.

Analysis

However, one of my pals was having some trouble doing this homework, so I assisted him by explaining to him what I had read before starting the task. Due to his inability to comprehend anything, doing this has been difficult and stressful. He was on the verge of giving up until I helped him by explaining certain thoughts and concepts to him. This taught me that not everyone had the capacity for critical thought and the ability to express their ideas in writing. Not everyone would be able to excel in this ability, which is a gift from God.

The only element of my strategy that actually succeeded was my ability to do this project quickly despite any challenges I encountered throughout this time. I've been able to discuss certain topics that I truly wanted to. While the completion of this course went according to plan, I'm happy to have learned a lot of fresh ideas in this field that will be useful to me in the future in my working life.

However, it wouldn't be inaccurate to claim that my abilities have increased in both this assignment's completion and my ability to learn new things. I think my ability to search has improved, and that has enabled me to learn a lot about this assignment and even the entire module.

Action Plan

Additionally, I have mapped out specific actions to address my shortcomings and enhance my performance moving forward. To be more comfortable and stress-free when assisting my friends,

for instance, I've resolved to be clearer about my work and try to finish it before offering assistance to other friends. On the other hand, I've devised a strategy so that whenever I get a similar assignment, I won't start working on it right away but will instead take some time to analyze it and do some study on it.

4. Time Management

Description

After this course started, I have faced difficulties in managing my time when it comes to my job, studies and cricket to be carried out at the similar time. However, it was my midterm and I had to work for extra hours on the same day and I was unable to cover the entire course. During the course, the professor taught us the significance of time management while dealing with other daily life practices. I had tried to apply significant aspects of time management I have studied during the course, at the time of my midterms so I started managing a daily To-do-list which helped me track time and perform every task on its allotted time so that I may not procrastinate and mess things up.

Feeling

I was very nervous and confused when I recalled lectures given by my professor and during the implementation of those lectures in real life. On the other hand, I was confident to manage my time efficiently and ace goals at work and midterm. But the time was very short that made me feel anxious more and I had attempted to study during working hours that made me feel really depressed and fatigue.

Evaluation

As expressed by Sainz et al. (2019), time management is one of the most significant and challenging skills to be developed by an individual because it requires critical thinking expertise along with concentration. Nevertheless, if I evaluate my time management skills I believed that the professor has not yet provided in-depth knowledge and understanding in relation to time management due to which some of the important aspects which are to be applied were left behind and I have been unable to manage my work and studies, accordingly.

Analysis

It has been widely acknowledged that time management plays a significant role in both professional and personal life matters giving an opportunity to people to deal with multiple tasks at a time and add value to personal competencies (Tabuenca et al., 2022). Notwithstanding the fact, I have learnt during my academic era that time management skills can be built with the help of immense hard work and daily application of its factors. On the other hand, I learned that time management skills play a crucial role for people who have to work on multiple tasks at a time without falling behind.

Action Plan

Since, I have been unable to work on my time management competencies therefore; I have set out some important measures to be followed in the future to deal with these issues. In the future, I will make a plan or schedule to make it easy for myself to check how the whole week for me go on, in terms of important tasks to be done at work and studies. In addition to this, I will try to pay more attention during lectures and spend time at the library to study so that my studies would not collide with my job.

5. Organizational Study

Description

This is the third important module of this course and professor has focused on it substantially because he believed that organizational study deals with multiple phenomena and has an influence of the entire human system professionally. He stated that this course would help us in our future professional lives when we work with some cooperate. As I work with my studies so I have a keen interest in this course.

Feeling

I was very much excited when I got to know that this course is the part of this semester. I was fascinated and could not wait to share my experiences as a worker with my professor and the entire class. I was very well aware that this course would significantly assist me in achieving good score overall, this semester.

Evaluation

The things that went good in this course were that some of the topics covered by the professor such as psychological, business and economic aspects of the organizational study are of my interest as I have been dealing with circumstances during my corporate life. On the other hand, the only thing that did not go well during this course was that the time to cover all aspects was limited due to which the professor did not opt for detailed explanations and so not everything in the course have been covered.

Analysis

During this course, I learned that organizational study plays a significant role in helping an individual deal with social, psychological, emotional, economical and other challenges during their

professional era with the use of several different measures and strategies. Notwithstanding the fact, it has been argued by Hadi et al. (2020) that the integration of organizational study in academics would help students significantly to build skills and competencies professionally that would assist them in decision-making and building a strategies behavior.

Action Plan

In the future, I have planned to research and study more about organizational study and its different factors that would assist me in performing well professionally. In addition to this, I have planned to implement some of the factors in my current corporate life in order to assess my strengths and focus on weaknesses to work efficiently and effectively in the upcoming years.

6. Public Speaking and delivering presentations

Description

In the week 9 of our semester, our professor asked all of us to prepare an oral presentation to be delivered in front of whole class on our dream career. As it was an oral presentation, and we had to act as a public speaker, our professor emphasized on the importance of our body language and speaking styles during the whole course and specifically while presenting the presentation, which was required to achieve good marks in the course.

Feeling

While presenting, I was a bit nervous but then my confidence started to boost up as previously I had experience in hosting a cricket award show and secondly, I had good bonding with all of my classmates which also helped increasing my confidence while I spoke.

Evaluation

The things that went well during public speaking was that I was certain about my topic and it has increased the attention and interest of my class mates. As a result, I was able to speak with confidence and I enjoyed conversing about my perspectives. The thing that went bad was I did not get much time to discuss some of the more interesting aspects.

Analysis

My experience and learning in relation to public speaking has enabled me to take part in more of such tasks as public speaking assists in improving communication skills of an individual. On the other hand, I have also learnt that public speaking plays a crucial role in enhancing the self-confidence and self-esteem, giving a chance to an individual performs well.

Action Plan

In the future, I will work on my communication skills so that I would not hesitate while sharing my knowledge and views. In addition to this, I will take part in local public speaking competitions to work on my strengths and weaknesses.

Conclusion

This reflective essay has been documented to focus on four important topics of this course. However, I have identified that I am lacking in some of the areas for which I have to work on my action plans in order to perform well and ace my goals in the upcoming semesters.

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