

Academic Skills Module Report

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Programme:	Certificate of Higher Education in Business Skills for the Workplace	Lecturer:	Samuel D'Elia
Assignment Title:	Academic Skills Task 1- Academic Skills Quiz Task 2 - Application of academic skills tools exercise Task 3 - Reflective report	Module code:	LCLM 4001_Lon

Task 3- Reflective Report

This report is done to evaluate my strengths and weaknesses during the academic skills module to make continuous improvements for the success in the workplace. The academic skills module contains various parts including research skills, referencing, report writing, critical thinking, presentation skills, time management and the use of academic modules this means it will fill gaps that is missed in schools and will help attain crucial workplace skills. During the Academic skills Module I used various recourses including PowerPoints and videos on explaining how to reference. I believe I have understood the Modeule well and am now confident in areas I was not before.

My experience at the university of Wales Trinity saint David has allowed me to a variety of valuable digital skills that have become significant in both my academic and in my working life. I learned how to energetically, use Microsoft word for generate documents with Microsoft word along with reports and excel for managing data, as well as performing calculations and developing spreadsheets. Also, I acquired skill in using Canva to design beautiful graphics and help me to communicate ideas clearly and professionally. My aptitude enhanced my performance to work effectively on various projects as I continued to develop these skills I am ready to approach complex tasks, contribute effectively and share these

skills and experiences to whoever needs them, I learned how to organized document, design with dispensable tool, I am more familiar with canvas and can design my own flyer.

During my time in class I had learnt how to research reliable information this is important in business, because reliable information is a great advantage as it gives an upper hand in the market, because it gives people the right to make better decisions therefore, resources are being used effectively meaning that resources are not wasted on errors. Previously I did not know the importance of referencing but through the Academic Skills Module I have learnt how to reference, and now I know that references are when you list sources like including a quote from an author. Referencing is key as it strengthens an argument and shows that intensive research has been conducted, it is important to have knowledge about the things you speak off as Napoleon hill once said “ Think twice before you speak, because words and influence will either plant the seeds of success or failure in the mind of others” referencing shows you are educated in what you speak about leading to a more convincing argument. When the topic of report writing came up I was certainly a bit anxious as I previously did not know the importance of this report writing was explained really well, in the classroom, I learnt that it is a reflection after the completing a task including things like WWW (What Went Well) and EBI(Even Better IF) to make more improvements within my own business I had used the Kolb's Experimental Learning Theory to reflect on my processes in my business and identifying my strengths and weakness to improve systems and provide better quality to clients and have more business growth David Kolb's saying “Learning is the process whereby knowledge is created through the transformation of experience “ proving that the Theory is effective an I will be researching other theory's that could be crucial for business

I have also learnt how to write an essay and I feel like it was a very good topic I mostly did hands on work so I wasn't confident with essay writing but with the Academic Skills Module it made things more clear and I am confident on how to write an effective and well-structured essay from writing introductions to writing conclusions. Critical thinking help make logical decision it helps break down issues and identify areas of improvement and strengths knowing areas of improvement can help identifying strategic approaches for better business Growth critical thinking taught me how to make smarter more critical decisions meaning that there is less resource wastage and more time saved. I now know how to plan design and present presentations due to the Academic skills module knowing presentation skills can help with communication talking with stakeholders in business and making the messages more impactful mastering presentations. Can help when pitching to my clients about big jobs with considerable risk. Finally in this course I have learnt how to make good use of resources as I am able to make higher quality work and boost my academic performance furthermore it helped save time as in the because I have access to

good resources meaning that I don't have to spend time on correcting errors and have learnt how to speed up things with excel formulas however there are still a few formulas that I have struggled to master however I know the importance of growing skills so I will practice on using excel formulas and shortcuts more often as having more skills means I could offer premium level quality services and build a better brand for my business leading to business growth and profit.

In conclusion I believe the Academic skills module was a crucial gateway to unlocking many skills needed for the workplace and helped me fill my gaps in business knowledge during the course I have adopted many new skills and had helped me realise business is all about strategy and having the write skills to be able to make an impact for business change. In The Module these are the skills I was taught referencing, report writing, critical thinking, presentation skills, time management and the use of academic modules and I have mastered report writing and referencing extremely well in business I believe this has really elevated my knowledge in business.