

University of Wales Trinity Saint David

Academic and employability skills

(task 2 reflection report)

Fady Jghaimi

Student id: 2113994

Lecture: Soban Sadiq

Table of contents

Introduction.....	3
Reflection.....	3
Overview of “the Gibb’s reflective cycle model”	3
Time management.....	4
Online learning experience.....	4-5
Public speaking and giving presentations.....	5
Personal presentation.....	6
Conclusion.....	6
Reference list.....	6-7
Slides.....	7-8-9

Introduction

In this reflective report I talk about my personal experience and what I learned thanks to this course (Academic and employability skills) following the Gibb's reflective cycle model and speaking more specifically about the reflection, time management, online learning experience and public speaking and giving presentations.

Reflection

Reflection is a process which helps you gain insight into your professional practise by thinking analytically about any element of it. The insights developed, and lessons learned, can be applied to maintain good practice and can also lead to developments and improvements for both the professional and their service users.

There are many models that can be used to guide a reflection.

For example the era cycle (Jasper, 2013) is one of the most simple models of reflection and contains only three stages that are: experience, reflection and action. In the mid-1990s Driscoll developed another simple model was by in the mid-1990s. Driscoll based his model of the 3 What's on the key questions asked by Terry Borton in the 1970s that are: "What?", "So what?" and "Now what?".

But the one I will follow for my report for the university of Wales Trinity Saint David where I will discuss 3 topics that are time management, reflection and public speaking and giving presentations is the Gibbs reflection cycle.

What is the Gibbs reflection cycle?

It is one of the more complex models of reflection but it may be that you find having multiple stages of the process to guide you reassuring. Gibb's cycle contains six stages: description, feelings, evaluation, analysis, conclusion and action plan.

Overview of "the Gibb's reflective cycle model"

Gibbs' Reflective Cycle is a simple six-stage process that can help you reflect on your experiences in the workplace. You'll learn what went well, as well as what could have gone better, and put together an action plan to address your weaknesses.

The first three steps of the model focus on what happened during the experience being analysed. The final three steps of the model focus on how you can improve your experience for future similar situations you encounter.

In my opinion, at the moment, is the best reflective cycle model, because it answers to all the questions that a person can asks. thanks to the various questions that a person asks himself by writing using this form, the reader will be given all the information he was looking for and even more. I think it is the best model to follow to make a reflection, and I will certainly continue to use it in the future, not only in reports, but also in my personal life I will follow this cycle model of questions, to really realize what is happening around me and I advise everyone to do it.

Time management

Time management is the process of organizing and planning how to divide your time between different activities. Get it right, and you'll end up working smarter, not harder, to get more done in less time; even when time is tight and pressures are high.

We all have 24 hours a day and sometimes we don't do all what we have planned because the day finishes.

The truth is that usually the people don't know how to manage the time and they lose that for example on the phone or oversleep.

Before I started this course I was one of those people, I couldn't do all what I wanted to do, but then I have learned how to manage my time. I have learned how to organize my day and also find free moments where I can relax, that before I didn't have, or if I had them, most of the time I didn't do what I planned to do.

now I am trying to sleep as much as my body needs, so I'm getting up earlier take my time to get ready whit out rush and do all what I have planned the day before.

The key is planning the day, you have to give a specific time for what you wanna do and also know how long you wanna give to this activity. if you don't plan anything you are wrong at the start, because for example if in one day you want to study, go to the gym, go to work and meet your friend; if you don't know how long each activity takes you, there are 2 possibilities, the first one is that you will not have enough time to do everything, and the second possibility is that you will not to everything properly as you thought.

in conclusion, after trying both possibilities, I advise everyone to plan their day, not necessarily in detail because obviously you do not know what could happen to us, between unexpected events and mishaps but in any case a minimum of organization does just good, and that's what I'll do too.

Online learning experience

The continuous evolution of technology, we have managed to get to do things that we once thought impossible as if it were a normality, such as online learning.

Thanks to online learning, studying has never been so easy, students can now follow courses, lessons, as if they were sitting in the classroom but staying comfortably at home simply turning on their PC. And not only that, there are not only online classes now, but also applications such as Moodle that keeps you informed about everything that has been done, so that if you have a mishap, you can still don't lose the lesson.

study online like anything else has its positive and negative aspects.

starting from the positives of course I must mention the convenience of online study, which in addition to being able to stay at home and therefore not bother in moving to the institute and vice versa and also doesn't matter where are you, the only thing you need is an internet connection and a phone. It is not only a physical comfort but much more, such as saving precious time, but not only; studying online saves money that we spend to take buses or trains tickets, or on gasoline in case you use cars or motorbikes, so also becomes a way to reduce global pollution.

In addition to the positive aspects there can be found some negatives.

As a first negative aspect is that you lose the human contact that may seem a banality but that for some people is fundamental, for students who will no longer be able to interact with each other but also for professors who will hardly be able to have feedback of how they are explaining simply by looking at their students. Others negative points are that too much time spent in front of a screen may be harmful can cause poor vision, strain injuries, and other physical problems.

Personally as a method of study in this historical moment, with a worldwide pandemic in progress, I think that online study has been the salvation of students not to waste time, and also learn a new method of study that can be useful to them also in the future.

the online platforms for the study are done very well, they can still be improved, but I think this is only a matter of time before the right balance is found and when this is done in my opinion the online study will prevail over the one in presence.

Public speaking and giving presentations

Public speaking and giving presentations are 2 important skills in many aspects of work and life. Public speaking and giving presentations skills are very useful in business, sales and selling, teaching and generally feeling comfortable speaking to a group of people.

Developing the confidence and capability to give good presentations, and speak well in front of people, are also extremely helpful competencies for self-development and social situations.

The formats and purposes of presentations can be very different, for example: oral (spoken), multimedia (using various media - visuals, audio, etc), PowerPoint presentations, short impromptu presentations, long planned presentations, educational or training sessions, lectures, and simply giving a talk on a subject to a group on a voluntary basis for pleasure. Even speeches at weddings and eulogies at funerals are types of presentations.

Before I started this course I was intimidated by speaking in front of many people, and then consequently to present a presentation, for fear of making mistakes and making a bad impression or forgetting everything and many other reasons. but then with the help of the professor and my classmates, I managed to overcome this problem, training first at home alone and then in class.

Public speaking and giving presentations abilities are not limited to certain special people, they are skills that everyone can develop unlike others, anyone can give a great presentation, or perform public speaking to a professional standard. Like most specialisms, it's only a matter of time, this just requires preparation and practise.

Finally I would like to reiterate that we are all able to make a beautiful presentation, just train constantly and believe in yourself, because if you do not believe in yourself, others will not believe in you.

Personal presentation

In the last two pages you can find my personal presentation, where I talk about the main skills that I have developed and that I have improved thanks to this course. In addition to this I also talk about what I would like to do in the future and therefore automatically connects to this year of studies at the University of Wales Trinity Saint David, that I am doing that will be fundamental to get where I want.

Conclusion

Reflection is an indispensable part of our lives, and the more we grow the more we understand it. Thanks to reflections we can better understand what we do, we better understand what we have been through, how to improve it and how to avoid making the same mistakes again. At this moment, thanks to the course I did I think I have improved my skills, but not only at school and work level, but also mentally changing my way of reasoning, opening my eyes making me see not only the negative aspects, but also the positive ones.

Reference list

EPM (2019). *Gibbs' Reflective Cycle*. [online] Expert Program Management. Available at: <https://expertprogrammanagement.com/2019/05/gibbs-reflective-cycle/>.

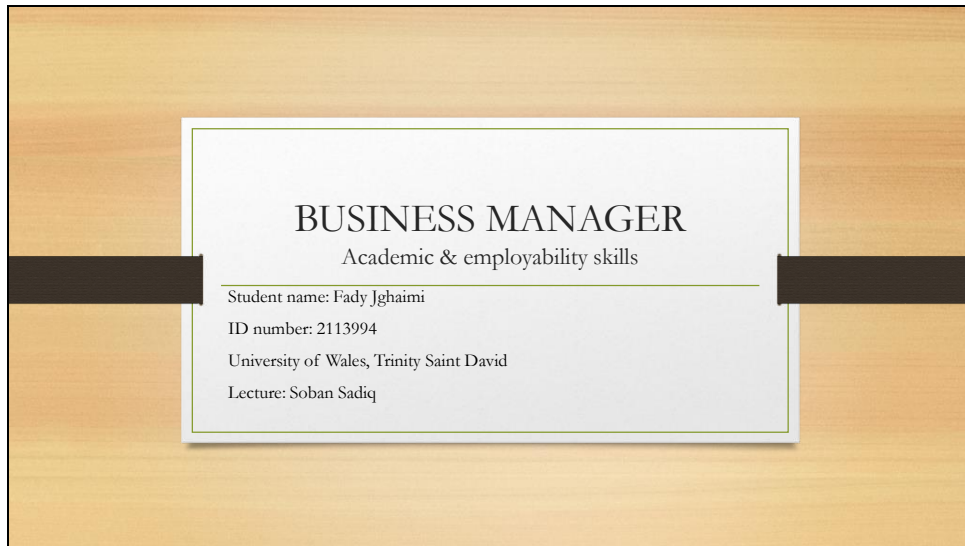
www.businessballs.com. (n.d.). *Presentation Skills and Techniques*. [online] Available at: <https://www.businessballs.com/communication-skills/presentation-skills-and-techniques/#:~:text=Presentations%20skills%20and%20public%20speaking%20skills%20are%20very> [Accessed 4 Jan. 2022].

Models of Reflection A short guide to models of reflective practice. (n.d.). [online] Available at: <https://www.reflectivewriting.tips/wp-content/uploads/2021/07/Models-of-Reflection.pdf>.

Mind Tools (2009). *What Is Time Management? Working Smarter to Enhance Productivity*. [online] Mindtools.com. Available at: https://www.mindtools.com/pages/article/newHTE_00.htm.

New York Essays. (2018). *Academic and employability skills report Free Essay Sample*. [online] Available at: <https://newyorkessays.com/essay-academic-and-employability-skills-report-essay/> [Accessed 4 Jan. 2022].

Health & care professions council (2021). *What is reflection?* |. [online] www.hcpc-uk.org. Available at: <https://www.hcpc-uk.org/standards/meeting-our-standards/reflective-practice/what-is-reflection/>.



RESTAURANT MANAGER

leadership

Problem-Solving

Flexibility

Communication

Strengths: leadership

Weaknesses: little patience

Opportunities: new knowledge

Threats: the high competition

SWOT ANALYSIS

PDP

my goals?	Which goals need to happen first?	When do I want to archive this?	What obstacles might get in my way?	How can I improve my chances of meeting my goals?	Where can I go for support?	Review: how am I doing?
• Complete my studies. • Open my own business.	• Pass my assignments.	• One year time.	• Lack of time.	• Working hard, with constancy and without ever giving up.	• Staying alone. • Family.	• I'm doing good but not enough.

CONCLUSION

BELIEVE IN
YOUR SELF

HARD WORK

COSTANCE

References

(slide 2)

Taylor, J. (n.d.). *Academic Development and Employability - Essay Typing*. [online] Available at: <https://www.essaytyping.com/academic-development-employability/>.

(slide 3)

Restaurant Management & Growth Blog. (2019). *9 Essential Restaurant Management Skills and How to Master Them*. [online] Available at: <https://www.7shifts.com/blog/restaurant-management-skills/>.