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Introduction

The aim of this reflective report is to explain the personal development academic and employability skills through the activities and experiences gained from from this module. This module covers academic writing, summarising, paraphrasing, time management, cv and cover letter writing, reflecting, analytical and critical thinking skills, online learning experience, public speaking and giving presentations etc. Hence, Gibbs' model of reflection will be used to explain the personal improvement and learning outcomes from this course. To reflect any event that has both negative and positive effect regarding that experience, Gibbs' model of reflection is the ideal tool (Gibbs', 1988). This event can occur in personal, practical and learning extents.



Gibbs' Reflective Cycle

Source: (Gibbs', 1988)

Among all those topics covered in this module, four topics of reflection will be discussed below.

Time Management

Cottrell (2008), stated that, time management inspired students to use their time effectively in their studies, works and everyday lives. He also mentioned that, time management skill helps students to make a smart use of time saving strategies, set manageable goals and speed up their study to reach the deadline. Through this skill, students can identify the potential distractions and make appropriate action to deal with it (Cottrell, 2008).

Description

This module designed so immensely which helps me a lot to build an optimistic attitude in me. While introducing the time management skill, there was a brief introductory activity was done through online. On the university VLE a detailed course material was uploaded and also there were several sessions were arranged to discuss different aspects of time management. These are very helpful to me as I want to develop the all employability skill.

Feelings

It made me so motivated and excited when I found out the online activities of this skill and what are going to be done. (Eid et al, 2015) stated that, every individual should be conscious of different activities and experience which they need, so that they can be beneficial try experiment the new actions. There are theories of time management skills, for examples covey's time management grid, Eishenhower Matrix etc, which I have learned and enrich my knowledge. There were some online forums and group activities regarding time management which made me more confident.

Evaluation

According to (Mueller, 2017) managing the time and utilising it is one of the most challenging skill. The good experience while learning about time management was, there were some course work and everyday online class activity which we need to complete on time which made more time conscious and also realise the importance of managing the time properly. Moreover, I learned to organise my work on the priority

basis and utilise the time properly. Besides, the course work assessment helped me a lot to prepare my presentation. Thus, I can also improve my communication skill as well as coping with the time.

The bad experience regarding learning about time management was it was difficult for me to remember theories of it which I need to apply in my practical life to develop my employment skill.

Analysis

When I learned any new skill, my motivation level became less because I am very confused to share any experience and learning of mine. For an example, during the learning session of time management there were some online activities to share my learning where I could not share anything as I was confused and shy to discuss any of my experience and innovation. However, in the process of time management, an individual should implement all his experiences and learning (Gajeska& Piskezynska, 2017).

Conclusion

However, the skill of time management was really useful for me to enhance my employment skill. From this lesson, I have learned how to prioritise the work and complete it according to the required time. According to (Eid et al, 2015) acquire knowledge about managing the time makes an individual more efficient in his career.

Action Plan

After getting knowledge about time management I have already implement it in my practical life when I started a part time job and my learning is supporting me to maintain my job responsibility properly and timely.

CV Writing

An accurate CV is the most important criteria to get a good job and students can develop this skill by practicing the accurate format and language (Cottrell, 2008).

According to (UCL, 2020) Curriculum Vitae or CV plays a vital role to get a high quality job. In this course we are taught how to write a proper CV and improve another employability skill. Based on Gibbs' model of reflection my experience of learning cv writing will be explained.

Description

At the beginning of the session there are various format of CV writing had been showed. Also, the important of it had been discussed by the teacher. CV writing lessons are also designed as the other skill lessons. However, different techniques of CV writing had been taught through VLE. Some useful video clips were also uploaded regarding which was very helpful for me.

Feelings

At the beginning I was struggling to use the standard language to write the CV. I was worried and got advised from the teacher and saw other students' work. Also, choosing appropriate format was also challenging for me but once I learned all the techniques I was able to create my CV which helps me to get the job.

Evaluation

I was very excited to learn the techniques of CV writing because this is the most important criteria to get a job. My good experience was all the sessions and activities regarding CV writing were well organised. The tasks were so practical and helpful as I had to create a cv of my own which I used to achieve the current job. Also, many samples were uploaded in the VLE so that we can a clear idea of cv writing. Though, bad experience was initially I was facing problem to create a standard cv using proper language but later I was able to achieve the goal.

Analysis

As I am an introvert learner, so I rarely discuss my problems with others and share my views which makes me slow learner. For example, When I was struggling to use the proper language to write the cv I was confused and shy to ask help to others and the teacher which made me more demotivated. However, (Southampton, 2020) stated that, individuals should be more active and bold to learn the new skills.

Conclusion

However, the lesson of cv writing helped me a lot to get the current job. All the content was nicely decorated to improve student's innovative skill. According to (Eid et al, 2015) The skills of innovation and creativity create possibilities for individual to enhance the knowledge. Moreover, while doing the course work I felt so confident about the CV writing techniques that helps me to create my own cv.

Action Plan

After finishing this session, I have gone through all the policies and techniques of cv writing and made my conception clear which was not clear to me. I took help from my class fellows and teacher which I should have taken earlier to make my learning more effective and easy. If any kind of situation would arise again, I will definitely raise my voice and solve all the problems.

Public Speaking and Presentation

This is the most important skill to build the career in the corporate field that every student should learn (Nadkarni & Chen, 2014). According to (Cottrell, 2008) speaking in public is a challenging aspect for an individual. We faced lots of difficulty and issue while talking in public or giving presentation. I have also faced a lot of difficulty about that, but I felt that very early in my college life while giving presentation and I decided to learn about it. Based on the Gibbs' model of reflection my experiences of learning this skill is described below.

Description

In my class what I have learn is giving presentation or speech in public is not that much easy and not every one can do that. Thus to make it easy this lesson also organized in an attractive way. The teacher taught us to understand the audience first and have to influence them with some amazing example with related topic. Giving presentation in required to the job criteria is an essential skill to learn (Cottrell,2008). The online forums and activities are useful to achieve the goal.

Feelings

Regarding public speaking and presentation I was scared to talk in front of people but my course instructor was so supportive so that I was able to overcome these difficulties. All the materials such as some useful video clips were given us to learn this skill more effectively. Thus, I was so encouraged to face this nervousness mine and achieve the target.

Evaluation

However, practicing this speaking skill, I felt something different that I am not getting nervous at all and I can communicate with people through my eyes and involved them with my question as well. I can make a difference between the old and new one as well and that was the best part in evaluating my self.

Analysis

After completing the lesson. I was fully ready for public speaking and I was hosting a family program which helped me to host. I was a bit nervous but I followed all the instruction that was given in class and finally I was successful.

Conclusion

After the program and many presentation, I can realize that I have overcome my fear but what I did in start is I go through the situation and use humor and effective language and the best version of my self.

Action Plan

In all Presentation what I have to do is grab attention at the beginning and close with a dynamic end and that is how I have learned this effective skill which will help me in the future to get a better job opportunity.

Referencing

This is another important skill to develop. To write an academic report referencing has a great value (Jones et al, 2000). Without referencing no academic writing is appropriate. Gibbs' model is follow to describe the learning experience of this skill.

Description

At the beginning level of the undergraduate study I was not familiar with referencing but undertaking this course helps me acquire knowledge on it. To teach referencing, like other skills it has also many important course materials uploaded in the university VLE. The tutor was so helpful guide all the students to learn this skill. There many online activities, referencing writing examples and quizzes organised by the tutor. As this skill is completely new for me, so I was so excited learn this different styles of referencing.

Feeling

As there many styles of referencing so at the starting point I got puzzled to learn this. All UK universities mainly focus on Harvard referencing style. In this style there were different category such journals, books, newspaper, articles etc. It was challenging for me to learn as all these has different styles of reference writing. However, after practicing I felt confident to do the referencing perfectly. Based on the statement of (Cottrell, 2008) practicing referencing makes an individual to an expert of academic writing.

Evaluation

In my first academic report I did lots of mistakes regarding referencing but my tutor and my class fellows helped me to correct all those. This is the good experience of mine. Also, regarding the bad experience I was very confused and messed up all the referencing style and felt shy to ask help. Though, I overcome this situation.

Analysis

I lose my interest very quickly when I get puzzled but slowly with the help of others I can solve this problem. On the basis of my personal learning, I am a very shy and slow learner but once I learned anything I can implement it properly.

Conclusion

Throughout this referencing learning skill my experience was good though sometimes I faced difficulties. Though this helped me a lot to improve my academic writing skill. If I get chance to go through this lesson again I would prefer to be more active and perform to all class activities to learn more quickly and easily.

Action plan

After finishing this skill, I have gone through all the referencing style again and tried to clear all my thoughts about this topic. Additionally, I would have done better in the activities and course if I was more active.

Conclusion

Overall, this module helps me a lot to learn the key skills of academic writing and employment skills needed for the future career development. I also enriched my innovative thinking other and lacking through this module.

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