

**Module code and title – Academic and Employability Skills
BMSW4001**

Reflective Report



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Introduction

The aim of this reflective report is meant to allow the reader to see the knowledge that I have learned throughout attending the Academic and Employability Skills Module. Along the way there were many challenges that I have struggled with such as: leaning how to present, learning how to correctly reference, reflecting on past actions or experiences in order to become aware of my actions etc. As many authors say reflection is meant to open individuals' eyes and allow them to synthesize new information, that can be used to improve reading, writing, self-esteem through self-examination; because reflective learners tend to develop a more profound understanding of the topics presented to them and achieve better grades (Chang, 2019). We must understand that human beings are unique and while one might learn by reflecting on a positive experience, another may find it useful to concentrate on a situation they considered to be quite challenging for them (Moon, 2013). Furthermore, you will also be able to read in this report Gibb's reflection model, my experience of how it was to write the task 2 academic report and finally how it was to be part of a group and work together.

Importance of reflection and reflective modules

Never underestimate the power of self-reflection; nowadays researchers have concluded that the process of reflection can separate remarkable professionals from average workers (Chang, 2019). Reflection focuses on learning, having the courage to look back without bias or regret and examine your behaviour and its consequences (Boyd & Fales, 1983). Furthermore, some have said that self-reflection is like looking in the mirror and describing what you see (Moon, 2013).

On one hand, I will be using Gibb's reflective cycle to explain in more detail my experience of writing the task 2 academic report as it will make it easier to describe the challenges I have encountered along the way as well as the small wins I have achieved while attending this module.

Gibbs reflective Cycle



Source: Holtea, (2023)

GIBBS REFLECTIVE CYCLE

DESCRIPTION	Writing task 2 academic report for the first time was not easy as I did not have the proper knowledge of how to write academically or what a report should look like which is why I have failed.
FEELINGS	I was very disappointed with myself when the results came, and I saw I did not pass the module. I knew my work was not brilliant, but I hoped that the effort I have put in it will be enough for me to pass. As a mother and a full-time employee, you can imagine that my time is limited, and I felt that I was spread thin between work, family, and university. I was overwhelmed by the amount of things I had to do and I guess I did not make studying my priority. This time around I was more confident when writing the assessment as I had a better understanding of the topic I was engaging. I was also more experienced in research methods and knew how to find the information I needed to complete the task.
EVALUATION	Doing something new is never easy that is why I don't like changes in my routine however, enrolling into this course was such a great learning experience for me. I had the opportunity to improve both my written and verbal communication, to work as part of a team, to gain new skills and learn from more experienced people. Also, the feedback my tutor provided was helpful in creating a solid structure on which I have based my report. It gave me a clearer understand of how I needed to approach things.
CONCLUSION	To conclude, my previous failure was a good lesson for me as it opened my eyes to what needed to be changed. I understand now that research is crucial when it comes to writing an assessment and that if I have a healthy schedule that allows me to slowly progress into the assessment I will always finish in time.
ACTION PLAN	Over the past months I have developed a better schedule and have planed in advance how to organize my time and days so that I will not attempt to do my assessments last. I have created a timetable and 3 days a week I give myself 2 hours to study, research and work on the assessments that we have been assigned. I began to read more topics related to the assessment so that I can have the knowledge that I need when writing it. furthermore, I began watching tutorials of how to write reports, essays, how to research and reference properly.

Source: Holtea, (2023)

On the other hand, to describe my experience about working within a team I have chosen Tuckman stages of group development model so that I can paint a clearer and simple picture of how things progresses once we have been assigned teams and we were told the topic of the presentation we had to make.

Figure 1



Tuckman 1965 Model

<i>Forming</i>	At this stage our tutor has assigned all of us into teams and we were given the chance to introduce each other and have a little chat so that we can become familiar with the colleagues that we will have to work with. We were also told to choose a group leader; I am a very timid person and due to the fact, I don't speak English that well I have let the others decide and just agreed with their suggestion.
<i>Storming</i>	We had to make a lot of decisions at this stage such as: what topic was best for our presentation, what design would be more professional for the presentation and how to delegate tasks and share the work among us. While discussing all these matters there was a lot of confrontation and arguing because most of the group did not really want to be assigned too much work. I was very inexperienced and felt like the hardest part of the presentation was passed onto me due to the fact I was quiet and not interfere too much in the discussion. I felt like my input was not accepted by the others even though I believed that my ideas were good.
<i>Norming</i>	Once everyone was clear on their assignments and have accepted the part that was given to them, we have decided to work individually, research our part and when we have completed our parts we will meet and create the power point. We all had a clear understanding of what we had to do which allowed us to focus on that small part only. I felt like finally I was in control and could try my best.
<i>Performing</i>	Once tasks have been delegated and everyone had a clear understanding of what needed to be done, we were ready to begin working on the presentation. Creating my slides was easier once I had a better understanding of what I had to do.
<i>Adjourning</i>	Once the presentation was over our group was dismantled and everyone went on separate ways since we have successfully fulfilled the task assigned to us. The feedback we received was good and everyone was happy with how our group work evolved as well as our personal growth. In the end it was an interesting and educational experience and I have learned to adapt and work with individuals from different backgrounds.

Conclusion

To conclude, my overall experience of writing this reflective report has been positive. Yes, there were challenges and difficulties along the way, but I chose not to panic and clear my mind because this assessment might be hard but not impossible. Moreover, by reflecting on my past experiences since I began this module, I concluded that attention to detail is vital and that I must prioritise my time properly as to not forget to work on the assessments given to me. Also, I have learned that working within a group is not easy and that conflict might arise between individuals as we don't really know each other, and everyone wants to be in charge. However, I need to be on top of my game and to do that I have to become more efficient and effective with how I plan and organise things.

Personal Development Plan

What is my goal? *What do I want to achieve?* *What specific action I will take?* *What resources I will need and who will help me?* *How will I know when I achieved success?*

<i>Improve my communication skills</i>	I want to be able to present in front of large groups of people.	Practise in the mirror. Read out loud.	Practise in front on my family and friends.	When I will be able to present without worrying.
<i>Develop my research skills</i>	I want to be able to find all the materials I need to write an assessment.	I will watch research tutorials to find the best sources where I can inspire myself.	Reading more articles and books. Read blogs.	When my tutor will command me for the sources I have used in the assessment.
<i>Build my time management skills</i>	I want to be able to plan and organise effectively.	I will develop a schedule, print it and manually complete it will all the task I have to do on a daily basis.	Timetable templet	When I will be able to finish an assessment at least one week before the due date.

Source: Holtea, (2023)

References

- Boyd, E. M., & Fales, A. W. (1983). Reflective learning: Key to learning from experience. *Journal of humanistic psychology*, 23(2), 99-117.
- Chang, B. (2019). Reflection in learning. *Online Learning*, 23(1), 95-110.
- Moon, J. A. (2013). Reflection in learning and professional development: Theory and practice.