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Academic and Employability Skills

Academic Report

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Insights of Self-Reflective Report

I was accepted into this institution, where I could improve my academic strengths, collaborative abilities, and knowledge of online resources. As a matter of fact, having Academic and Employability Skills, I have realised that I can manage my time well enough to achieve my goals while still having time for family, friends, and myself. My time is no longer wasted and I am improving my performance. Along with the Time Management Plan, I enjoyed learning about academic writing and reflection. All these topics will help me succeed in my chosen field.

The selected subjects will be analysed using Gibbs' technique to ensure that all relevant details and explanations are included.

Gibbs' Cycle of Reflection

As with Kolb's Learning Cycle, Gibbs's (1988) Reflective Cycle gives a framework for reflective thinking. The Reflective Cycle is divided into six separate phases, starting with a description of the event/experience and concluding with an evaluation of potential events. (University of Hull, 2014). Throughout the semester and after gathering all the knowledge, I decided that Gibbs' method best represented myself and my interests. It allows me to analyse and evaluate each aspect of a concept or event. The method's divisions enable me to guarantee that my interests are completely assessed and to get an understanding of what I already understood, what I did well or incorrectly, and what I need to improve to succeed.

Time Management

The following are the outcomes of applying Gibbs' method on the first topic:

Description: Time management is a method of arranging and planning how your time will be divided between various tasks. If you organise it correctly, you will find yourself working wiser, not harder, and doing more in less time - even when time is limited and demands are intense. (Mind Tools, 2019)

Feelings: While learning time management, a sense of competence and confidence was felt. It allows me to organize my plans, providing me with a sense of confidence. By developing an effective

time management strategy, I can ensure that all necessary actions and possible occurrences are addressed.

Evaluation: A great time management strategy will benefit you both in your company or job and in your personal life. The technique itself promotes self-discipline and reduces stress, which benefits both personal and professional life (IceHrm, 2020). At first, I felt that the plan will be tough to complete, but once it was written down, the priorities become clear and my time becomes more organised.

Analysis: The whole procedure would have been accelerated if I had been used to prioritise my activities and anticipate the majority of unanticipated situations. Additionally, by developing a Time Management Plan during the term, I have realised that things may indeed be a lot more clearly written down, right in front of you, so you can go through each step, rather than just thinking about and analysing them in your thoughts. Additionally, the Eisenhower technique was discovered; by including this concept in my time management strategy, I can assure that my duties are prioritised and that my time is not wasted on unimportant activities. (Mindtools, 2019)

Conclusion: In summary, by developing and improving my time management abilities in class and outside of class, I am able to complete professional responsibilities more quickly and efficiently. Since I realised the benefits of a strong time management strategy, my responsibilities at work have shifted considerably; my tasks are completed quicker and more efficiently, I met all deadlines, and I gained additional time to learn new skills that would ultimately help me progress in my profession. Additionally, I have realised that by properly managing my duties, I am able to devote more time to my family and resting.

Action Plan: As a result of this action plan, I am committed to further developing my time management abilities. I want to include it into my everyday activities that involve my family, simply to see how things go and to spend more time together. Additionally, I want to create a to-do list for both my current workplace and my future business as well as prioritising my tasks (Eisenhower method).

Academic Writing

The results of applying Gibbs' technique to the second subject are as follows:

Description: Academic writing is precise, succinct, focused, organised, and supported by evidence. Its objective is to facilitate the reader's interpretation. It has a formal tone and style but is not too sophisticated or requires the use of extended phrases and intricate vocabulary. (Scribbr, n.d.)

Feelings: Personally, I found the subject rather eloquent. I believe that by mastering academic writing and all of its components, I will gain confidence in my everyday activities. The topic has always piqued my curiosity, and I am delighted that I can elaborate on it here.

Evaluation: You are not likely to use academic writing daily. However, the ability to read an article and extract my own beliefs from it, as well as the ability to write in an academic manner, when necessary, is something that will be with me for my entire life. This principle will have an impact on my life and in my relationships with others. It will extend my perspective and will allow me to express my thoughts and feelings in a better manner.

Analysis: I gained an understanding of how writing develops through practice and informed reflection during the hours allocated to the Academic Writing subject. Additionally, I learned that certain requirements must be satisfied for proper academic writing, including an argument for my perspective, distinguished vocabulary, clarity, and attention to stylistic guidelines. Additionally, by being aware of the many academic writing styles (descriptive, report, critical essay, etc.), I realised that I must adjust my research and arguments accordingly. Academic writing is shaped by scientific theory, which emphasises the need for analysis. Academic style is not a simple notion that can be mastered in a few days; it is a complex concept that requires much study and practice (Cottrell, 2019).

Conclusion: To summarise, the academic style will assist me in expanding my vocabulary and evolving as an individual. It will assist me in writing effective studies and in expanding my thoughts through the use of scientific proof supported by facts.

Action Plan: I aim to go deeper into the topic, approach it from all aspects, and guarantee that by the end of the first academic year, I am capable of reading an academic article, understanding it, and developing my own opinions based on proven facts in an academic way.

Reflection

Description: Reflection is the process of examining previous events in order to get a better understanding of how things impact somebody's present life or future. The method also includes acquiring knowledge via frequent interactions. Additionally, it assists in the exploration, direction, and improvement of certain scenarios (Brush, 2021).

Feelings: As a system that includes the past, present, and future, it had a profound effect on me. After understanding this approach, I was able to analyse several circumstances that happened in my life throughout this time. It enables me to assess what I am doing well and incorrectly, what I need to work on, and how I may use this process to my advantage. When I use the Reflection technique to analyse a problem, it might be difficult at first to see the steps I have made incorrectly, but this is the process of developing myself and becoming a better version of myself.

Evaluation: We use the reflection on a regular basis without realising it. It is an integral component of our life, and we must cultivate it to have a greater understanding of the situations and objects around us. The reflection model operates by intentionally examining and thinking about what has occurred before, what is occurring now, and what has been discovered and observed. Thus, in this circumstance, our mind is always at work, attempting to solve problems.

Analysis: In my prior jobs and with the events of my life, I was constantly challenged to reflect. Each day, I was required to analyse specific instances from my experience to verify that my current acts would be superior to previous ones. Even though I have been utilising reflection for a lengthy period, I have encountered circumstances when I realised my evaluation was not being utilised properly, necessitating change.

Conclusion: I honestly feel that reflection is critical in our lives if we are to grow exponentially. It is a strategy that requires us to examine each step we have taken before and to guarantee that future ones are done better.

Action Plan: I intend to continue using my reflecting approach since I can see how beneficial it is in all situations. I aim to go even further into all these areas and to guarantee that Reflection is a primary key element of my future business strategy.

Personal Plan Self-Reflection

As a further approach, I will attempt to showcase my future business plan by reflecting on and adapting past topics and course guidelines.

As a mother, my greatest aim is to spend as much time as possible with my family, and I have realised that having my own company allows me to do just that. It is very challenging, and apart from that, it will aid in the development of all my skills.

The flowery field has always been a source of delight for me. This is what I have chosen to do for my first company. In my view, you must do what makes you happy, even when it comes to work. As a result, I chose to enrol at the university. After doing more research, I determined that the 'Certificate in Higher Education and Workplace Skills' would be a perfect match for me due to the academic and employability skills courses offered. This course provides me with the foundation necessary to communicate, write, and think academically. As a potential entrepreneur, I feel that these abilities are absolutely necessary.

The topics presented in this course have offered me a perspective view that assesses myself, what I previously knew, and where I need to develop. I am actively engaging in each session since it enables me to schedule my tasks in such a way that I have time to do research, time to reflect on each step I have taken or will take in the future, and time to ensure a smooth start to my project.

As a business plan that requires much study and contemplation, the knowledge offered in this course allows me to avoid missing any critical phases. Topics such as time management helped me in prioritising my tasks, particularly when applying the Eisenhower technique. As an example, I've prioritised my work by beginning my research with legal requirements and laws rather than how to create a flower arrangement. I began to focus on what clients needed rather than on my own image of how the business should appear.

Additionally, by analysing authentic facts and data from publications and websites such as the government website, I am able to improve my academic writing and thinking. I began taking notes in an academic approach, and in this manner, I would deliver information to my future peer accordingly.

As a conclusion and action plan, I must create a list of the most significant duties associated with a company plan and save the minor details for later. Additionally, I recognised that I would be unable to do everything on my own and that I will need to delegate to the relevant party to ensure the

success of my plan. After creating this 'to-do list,' I realised that certain aspects, such as recruiting workers, are unnecessary at the start since this enterprise would be a family activity, involving just myself and my daughter. Meanwhile, I will be engaged in all my classes to ensure that nothing is missed and that my school-related responsibilities are accomplished.

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