



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

CertHE Skills for the Workplace-Weekend

Module name: Academic and Employability skills

Model of reflection: Kolb's (1984) learning cycle

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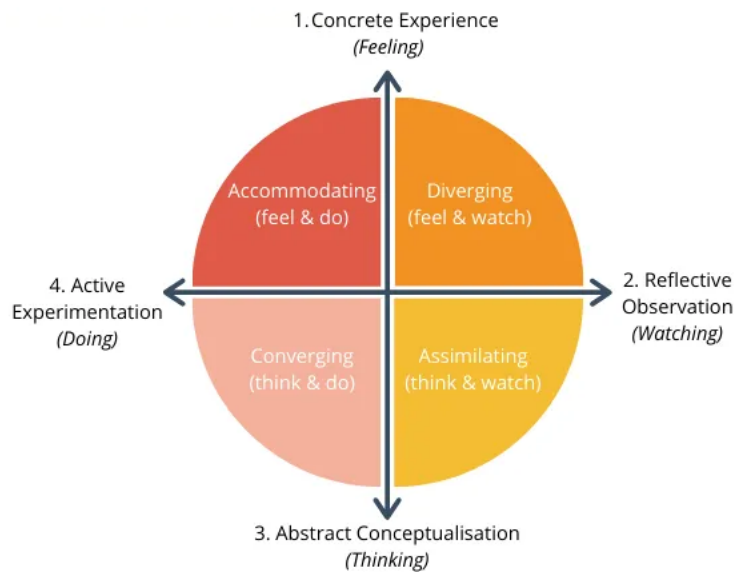
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Introduction:

In this report, I will discuss four different topics. The first topic is time management, I chose this topic, because it was very interesting for me to plan my time and make time to work for me. In this topic I will show you my point of view on time planning and how I felt after realizing how easy it is to do. The second topic of my report is library use and gathering information, nowadays many students prefer e-libraries in their studies, the use of e-books is easy and accessible at any time of the day and therefore e-libraries are preferred by students. Libraries are no longer what they used to be, and, in this topic, I am discussing the big change in them. My next topic is reflective writing, in this topic I look at each type of reflective writing individually, there are the reflective cycle of David Kolb, the Gibb's reflective cycle and the Driscoll's reflective writing cycle. The last four topics of my report are about my oral presentation, in this topic I will show you my own business plan that I want to create for the next three years, and I will also show you my personal development plan for the next three years.

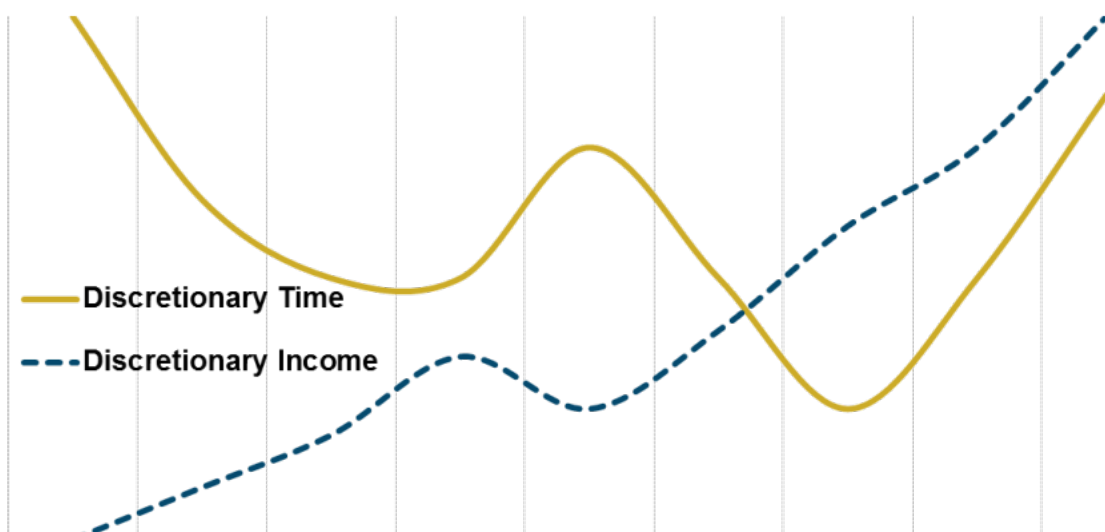
Topic1: Time management.

First stage of Kolb's cycle is concrete experience, and in this stage, I can say it's my feelings about Time management. I was feeling happy when I understood about Eisenhower method and Swot, how easy I can organise my time and to be a confidence with my timetable. A common dialog from my friends and maybe my colleagues is that we must manage our time better. I think this is just an affair of "getting organized". I would like to image on what I think about managing our time. (Hall , 2015)



In the second stage Kolb's said, "Reflective Observation" (watching). In Time management is important to find the system which is working for me. First thing I need to do is to really clear what my values and priorities are and then to create my time management for the day or week, or month. Having a list to-do is a perfect way to manage my time. To plan my everyday activities out. To make timetable for my daily activities and stick to it. This will help to delete stressful and last-minute situations in my life.

Stage three "Abstract Conceptualisation" on Kolb's cycle, I'm writing about my thoughts, and I can say the most popular word nowadays "Time is money" and the thinking is if we are more effective with our time the more money or benefit, we will collect. Also be "on time" is a quality that some people take obsessive over and this is considered a high insult if someone is late for meetings or events.



Time management is illusory, sometimes the more we pay attention to it the more it runs away, the more we ignore it, the more we have "control" over it. This is the rule

of concern; the more we worry about time management, the more likely we are to fail to achieve our goals in this area.

In our technology world, we have constant access to our phones, Instagram, and YouTube video pages. These devices are tools, not masters, and instead of us managing them and using them to manage our time more effectively they control us; and when these devices consume every conscious moment, there is no time for creativity, personal development and just for “eating healthy”.

Managing our time, given these limitations, is important for our health and well-being. Without time for pleasant emotions sustaining our souls, we become robots powered by the attributes of modernity, we become a vicious circle of work even harder to be in foot with impaired health or well-being. This becomes a treadmill of resentment and increasing ill health.

Stage four “Active experimentation” (last stage) of Kolb’s cycle I can say now come the solution, and that is to take care of my time and make it work for me, not be a slave to time.

When I effectively use my timetable that is given to me, I'll have much time for my family, improve my personal level of productivity and to be more successful in my goals.

My time management logs include a Wednesday because this is my very busy day of the week and a Tuesday because that is the day, I have free time. Then I can sort my daily activities in a time management in four categories; URGENT-IMPORTANT; URGENT-NOT IMPORTANT; and NOT URGENT-NOT IMPORTANT.

Topic 2: Using the library and gathering information.

On First stage “Concrete experience” of Kolb’s cycle, David Kolb said is affecting your feelings. For me every information comes from the library is a food for my mind. When we talked with the librarian about the online books, I was surprised, because to feel the book you must touch it. This is my feelings.

The discussion between me and my classmates helped me to expend my views and knowledge of the online library.

([LISBDNETWORK & LISBDENETWORK, 2022](#)) Stage two “Reflective Observation” of Kolb’s cycle. Since the middle of 1990s, using of electronic services has transformed the collection of information on academic research. But this has affected that subject which are found around the libraries. The librarian users today do not visit the library in person, they have electronical access to the library at any time of the day. For me going to the libraries is still important and necessary.

(LISBDNETWORK, 2022) The process of collect information from different sources for different things. That collection of information can be used for various reasons; but the main benefit of academic research is that one becomes aware of a variety of sources and opinions that will improve one's academic performance.

(Brothers, 1994-2022) In stage three "Abstract Conceptualisation" of Kolb's cycle said to think. At this point, gathering information I think is represent the process come from the knowledge, but it isn't the knowledge itself. When the information is focusses to learning, this is the collection of education. Gathering information should not be an academic endeavour. Everyone should be able learn to express their feelings. Even Gathering information does not require new information, because sometimes one learns by looking at the old information from a different angle or with a new approach. It doesn't matter if we are learning to come to a concrete understanding or just collect data. If we focus on the process of obtaining information or learning. Gathering information is an effective word.

(Copeland, 2017) The libraries play important role in their communities. I know the libraries are more then only books place, there people can shear information about books or knowledge and even culture, because the public libraries are free and open for everyone, and every person can reach to his famous tutor.

(Education, 2011) Stage 4 Active Experience of Kolb's cycle. Libraries are as important to us also like education itself. Library services offer the accessibility for every people, and everyone has the opportunity. For personal and educational development, the information from the libraries is important and irreplaceable. Everyone needs a library to learn successfully through their lives. The educational goal is to give us a lot of knowledge and skills that will allow us to:

- * To live meaningful life.

- *Personality development.

- *Maximum sociality and culture benefits.

Libraries need to become more and more so that people can learn and improve. Both libraries and online libraries need to be visited by more and more people. This will contribute to the development of the whole universe.

Topic 3: Reflection.

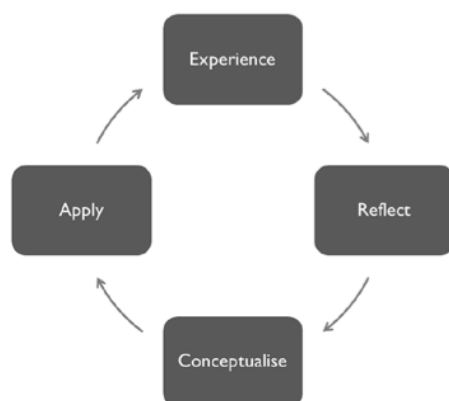
Kolb's cycle, stage one "Concrete Experience" I can talk about my feelings. This week in class we talked about reflection writing and how to write a good report or essay using reflective writing. The reflective writing including Kolb's cycle 1984, Gibbs 1988 and Driscoll. I was feeling bit worry and I was thinking can I do this type of writing; now I'm ready to write my first reflection report. I had some problems with my previous attempts at writing an essay. Looking back, I realized that I did not know many things and subtleties in writing a reflective report or essay. Now it will be useful for me to know so many things about reflective writing and will help me write a good report.

The Reflective Observation of Kolb's cycle which is stage two, David Kolb said to watch and think. Since I have a lot of reports to write now, I think that practicing different types of writing like Kolb's cycle will be very useful for me to be able to do better than before.

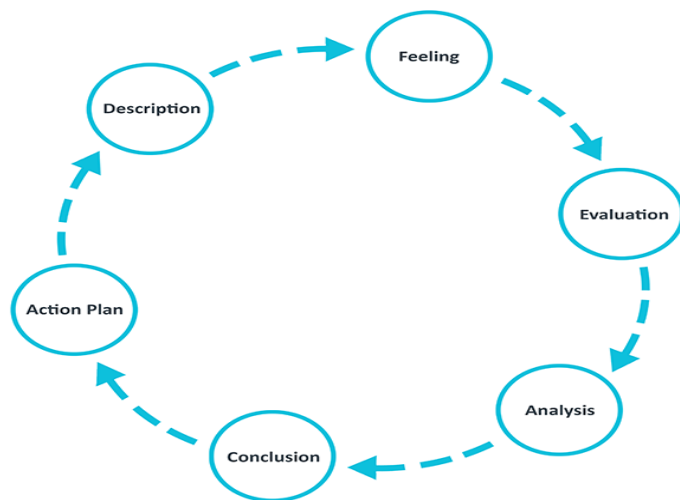
I understood writing Reflective is different from the academic writing because there I write about me and my self. Especially, this is for myself development how much experiences I have, and I will have in my learning journey, not only at the university because my life continues after the university time. This is key for my lifelong learning.

Kolb's cycle stage three "Abstract Conceptualisation" tells me for thinking. The reflective writing focused on an experience I have had in a subject. This experience which I have forms the focus of discussion. The purpose of reflective writing is to teach me from my own experience, in other words, it helps me think about how I can do something in the future to be more effective or efficient. ((Kolb, 1984) **David Kolb's (1984) learning cycle.**

Kolb's cycle allows me to look at his learning cycle in four stages. The first stage is experience, second is reflect, third cycle is conceptualise, and the last four stage is apply.



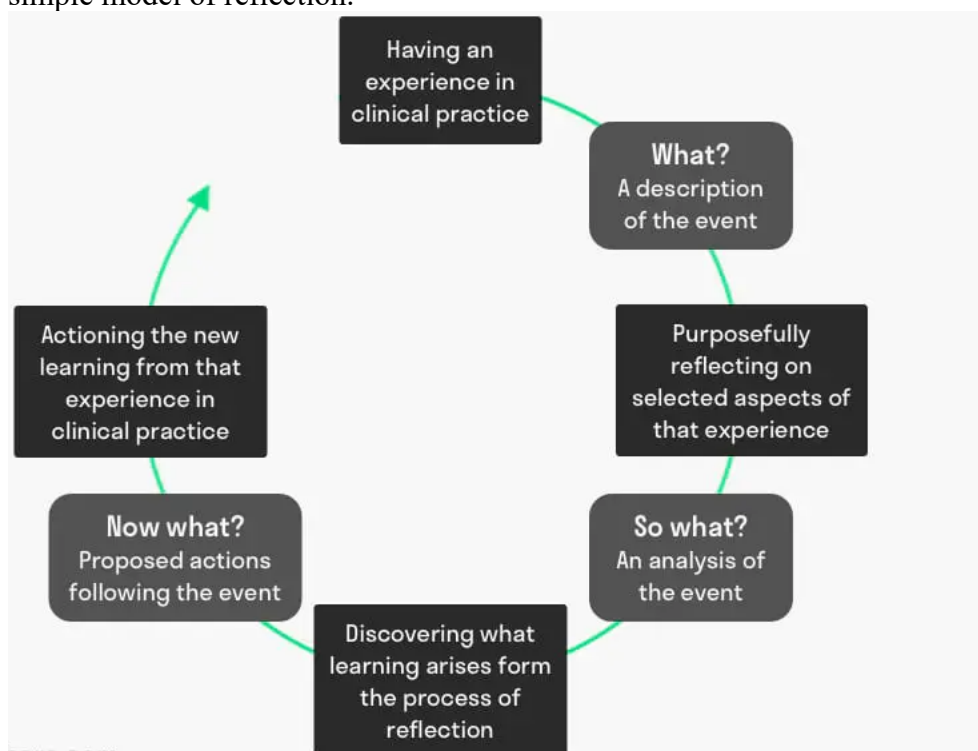
(Edinburgh, 2020)Gibbs' Reflective Cycle, another popular cycle of model makes one of my experiences go through six stages: 1. description, 2. feelings, 3. evaluation, 4. analysis, 5 conclusion, and 6. action plan. Now I want to show Gibb's reflective cycle.



T (Reflection, 2002) Driscoll's reflection model is a simple model for learning. The Driscoll's model developed in 1994, 2004 and 2007. Driscoll's learning cycle ask three simple questions and they were:

What?
So what?
Now what?

Driscoll linked these three questions to the stages of the learning cycle and then added more questions to answer to complete the reflection cycle. John Driscoll's model of reflection is a simple model of reflection.



In stage four "Active Experimentation" of Kolb's cycle I can say, all these types of reflective writing give me many options to write my reports or essay more understandable and structured. In my report I choose to use Kolb's reflective cycle because is easier for me and I understood this reflective writing more than the two others.

Topic 4: Oral Presentation.



Kolb's first learning cycle is about my feelings "Concrete Experience". When I first realized that I needed to speak at my presentation about my own business, I was shocked, confused, and unsure if I would be able to handle this task. I chose my presentation to be for my own bakery in London, Ilford. I felt tense about being able to say everything I learned and prepared to present at my presentation. There was a lot of tension among my colleagues as well. I was the first to present my presentation, all my colleagues told me that I was quite brave to do it. At that moment, I felt only tension inside me, and that tension was telling me, "Do it."

Stage two of Kolb's learning cycle is "Reflective Observation" watching. When I started my presentation, I felt very emotional, but when I started talking, I carefully watched the reactions of my colleagues, and I knew I was in the right direction. It was a new experience in my life, to present the skills I have and have learned so far, to my colleagues and my teacher. In stage 3 of Kolb's cycle, I write about "Abstract Conceptualisation", thinking. I think this event affected me a lot and changed my self-esteem in a positive way and showed me what I am capable of. I can say and I think that this oral presentation gives meaning to the existing trust in me. I have not given presentations to people before and I have no experience in this. Now this experience gives me confidence that I can speak to people and present my business ideas. My experience from this event is that I need to believe more in myself and speak more confidently when I present myself.

Last 4 stage of Kolb's learning cycle is about "Active Experimentation", doing. I know that at the forthcoming new presentation at University of Wales Trinity Saint David campus London, I will present the already confidently learned knowledge gained from this oral presentation. I will be more confident in front of my colleagues, and I will speak more confidently, I will observe their reactions and I will enjoy my performance. In the future, with each presentation, I will move slowly through my presentation and pass on my knowledge to other people.



Skills for the workplace(weekend)

Module: Academic and Employability skills.

Module code: BMSW4001

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Table of content:

Set up my own Bakery in UK.

Skills I have.

Skills I need to improve my self.

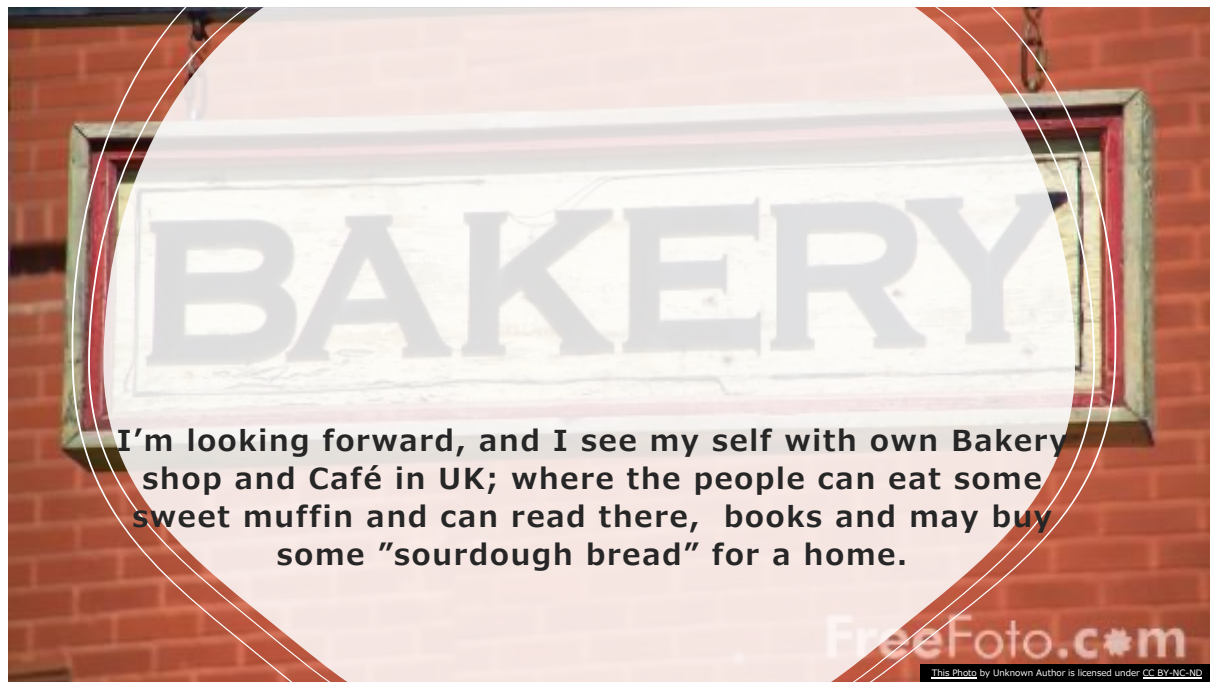
Swot analysis in bakery.

Health and Self Care in the workplace.

References.



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Skills, I need to improve my self:

- *Determine legal and Health, and safety Obligations.
- *How much does will cost me to start a bakery.
- *Where is the best Location and space.
- *Register my Business and get a business license.



Swot analysis in Bakery:

Swot means for Strengths, Weaknesses, Opportunities, and Threats. To be prepared for potential negative things will help me visualise the future and to don't make mistakes. Asking my self correct questions is the key to a beneficial SWOT analysis.

My plan for Swot analysis in Bakery

1.Strenghts-I need to have assortment of products,Good informed and experienced in the bakery field.

2.Weaknesses-Location:do not be far from my house; New to the Market.

3.Oppurtunities-Accept bakery institute.

4.Threats-Already have bakery in the same area.



Health and safety in the workplace.

1.Food Hygiene Consultancy:

1.1good hygiene practices

1.2My staff and my valued customers are not in the risk.

2.Fire risk calculation.

3.Induction.

Personal Development Plan

My personal development for the next 3 years!

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Many pictures of my presentation is Design ideas from POWER POINT.

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