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BMSW4001

Academic And Employability Skills

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INTRODUCTION

The purpose of this report is to reflect on my learning experience during term one for academic and employability skills. During term one I have learned about different types of academic and employability skills and how it helps me at school and at work environment. In this assignment I will be using Gibbs reflective cycle (1988) which has 6 steps to it. The first step is the description of the experience, the second is about feelings about the experience, then is the evaluation of my experience, after is analysis, conclusion and lastly, it's the action plan. In this report I will be analysing public speaking, time management and Cv writing.

1.DESCRPTION OF THE EXPERIENCE.

PUBLIC SPEAKING

During the lesson that I attended for public speaking, I felt out of my comfort zone as I knew this is a weakness of mine. However, I want to learn to overpower my weaknesses and overcome my fears. I was very happy to learn about this topic to have a better understanding of how to improve myself.

TIME MANAGEMENT

I enjoyed this lesson because time management is something ordinary in my life and that in general everyone uses it in an organised way, or it cannot be used by people which I have learned during the lesson that it can mess up the day and can cause stress.

CV WRITING

This lesson was very useful to me because it made me understand in more depth the importance of a good cv and the good outcomes that it can give me by having a well written and structured cv.

2.WHAT ARE MY FELLINGS ABOUT IT?

PUBLIC SPEAKING

Speaking in front of an audience was and still is my biggest challenge and fear. This is mainly because I am a very shy person that doesn't like to stand out of the crowd. Enrolling to this course I knew I would have to make presentations and speak out in front of the class or in front of an audience. The first part of this term's assessment was to make a presentation and present it to the class, which was frightening to me. On the other hand, I was quite delighted to do this presentation to see how I would react and to realise how I can improve myself and do better next time.

TIME MANAGEMENT

I liked this lesson about time management because it helped me organise my time throughout the day more nicely. Also, it helped me understand the importance of having a well organised agenda of how to divide the tasks or activities during the day or over a longer period of time. It made me feel organised and stress free.

CV WRITING

The lesson about Cv writing was a very informative lesson, because I knew what a cv is for, but I didn't necessarily know how to structure one and what to include in it. After the lesson on Cv writing, it made me fell more confident about writing my cv and in the event of apply for a new job I would know how to react when answering questions regarding information on my cv.

3. EVALUATION

PUBLIC SPEAKING

The good part of this lesson was that I had the chance to improve myself. Also, I had the chance to exercise by doing the presentation where I had to speak out and I've realised that I still need to practise this more and get better at it. I personally liked the lesson about public speaking because the lecture explained it really well and she gave us really good resources to watch and read and as a result I don't have anything that went wrong during the lesson about public speaking.

TIME MANAGEMENT

One of the many good things about this lesson was that even if I thought I knew so much about this skill the lecturer made me realise that actually I didn't understand this skill as well as I thought I did. She gave me really good videos to watch and that made me realise that time management was much bigger and much more useful than I thought it was. I don't have any bad experience about this skill because my lecturer was very good at giving examples of how to use time management well and what are the consequences of not using time management.

CV WRITING

I can personally say that this lesson was very informative because I have learned so much throughout the lesson. From learning how to structure a good cv to learning what to include in a cv to be a successful person and to get the job that I want. Once again, because the lecturer was very good at explaining the importance of a good cv and how to stand out from other people applying for a job, I didn't have any bad experience during this lesson.

4. ANALYSIS

PUBLIC SPEAKING

The lesson regarding public speaking was very helpful for me as I learned to be more confident, and it made me understand the way I should present in front of an audience. I learned that in order to connect with the audience I have to be relaxed and make eye contact with the people listening to me. At first, I was very petrified of the idea of talking in front of people. The thought of people listening to me and being in the centre of attention was something big for me. Looking back, I think I was more afraid of people laughing at me because I would say something wrong as English is not my first language. "One of the greatest benefits of learning to give a good speech is the personal satisfaction it brings" (Hamilton C 2001). Public speaking is an important skill to have in a workplace environment as well in an educational institute because it makes me feel heard and important. Also, it gives the other people the idea that I am confident about myself and my argument. The presentation that I had to present as part of this assignment was a very good practise because I got feedback from the lecturer and it made me knowledgeable in what parts I have to focus to improve myself. One good example of this would be that I was very nervous, and I was talking very fast without taking breaks to breathe which I didn't realise while giving the speech. In addition, I didn't prepare well before the presentation and I was running out of words.

TIME MANAGEMENT

Time management lesson was an easy lesson because I use time to divide tasks throughout the day. However, I have learned new techniques of how to do it in an easier way, so I don't stress out on the last minute when things don't go to plan. One way of doing this is by having an agenda and writing down all the tasks that have to be done during the day and then allocating a certain amount of time to each one. "So in a way it becomes a game" (Rampton J. 2018). Time management is a skill that helps me be more organised. It allows me to focus more on the important things that I have to get done rather than stressing because I don't know how and what to do. By the time I actually figure out what I have to do I've already wasted one hour or so where I could've used that time in a more useful manner.

CV WRITING

When I saw the title, I knew that I would have a lot to take on board from this. I always struggled when it came to writing my cv. One of the reasons was that I didn't know what structure to use and what information to include in my cv and what not to include. At the end of the lesson, I had a clear structure of how a good cv should be and what details it should contain and what

should not. I understood the importance of a good cv and how it can maximise the chances of getting the job I want by simply having an outstanding cv.

5. CONCLUSION

This report focused on the skills that I have gained more knowledge about how it has helped as I person in my work life and as a student. The lecturer played a very important part of my learning because she explained everything so well and she gave us very useful resources to look at. My main insecurity when applying for this course was having to give presentation. After doing a lesson on public speaking I gained more confidence in myself. This was because I have realised that trying is the most important step, without trying I don't know how and where to improve to make myself better at a certain skill needed.

6.ACTION PLAN

As for my action plan, I believe that I need to give more presentation in front of an audience and also to be more active during lesson. To express my opinion without having to fear that someone is going to judge me or criticise me for saying a word wrong. This will not only boost my confidence, but it will also make me feel heard. As for my Cv writing I will definitely have more knowledge and be more confident when going for a work interview because I know I have a well written cv. Also, when the interview would ask me questions about my cv I would know what to answer without having to hesitate, which doesn't give a nice first impression. I know now how to use time creatively to have more done during the day. As a result, I would be more relaxed, organised and more creative. Having a to do list and ticking off the things that I have completed is being creative and it's also prevents me from missing important deadlines because I have everything written out clear. *"Effective time management is associated with greater academic performance and lower levels of anxiety in students"* (Richelle V., Blair Erick, 2019). In addition, having a good time management skill helps me work smarter and be more successful in my lessons which will lead to having higher grades, therefore, higher chances of passing this course.

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