

Academic And Employability Skills

Group 1

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Task 2 : Report

Summary

Underlying this report is the assumption that time management / organisation study, online learning experience and public speaking/giving experience are crucial. Accordingly this report analyses the potential benefits and inconveniences regarding those 3 topics that I have listed below in the summary and I will conclude by a personal opinion.

Time management / Organisation study.

Page 3: introduction.

Page 3-5: Advantages and Disadvantages.

Online Learning Experience.

Page 6: introduction.

Page 6-7: Advantages and Disadvantages.

Public speaking and giving presentations.

Page 8 : introduction.

Page 8-10 : Advantages and Disadvantages.

Page 10-11: Conclusion.

Page 11-12 References.

Time management / Organisation study

Introduction

Time management and organisation are skills that qualify our work, study, and life without any stress or pressure .

I will give reasons as to why it is important to obtain good time organisation skills and time management.

Overall, I will also explain the inconvenience and benefit of time management and organisation study.

Then conclude on my personal experience of time management /organisation study .

While studying, Time management is an act of organisation to keep effective progress and organisation to adjust activities in order to be more accessible in time. Time management and organisation skills are indissociable. They are both beneficial for achievement and time saver because planning is essential. Geoffrey Chaucer said "Time and tide wait for no man". According to my understanding the slogan means , we should understand and value our time.

To succeed with good time management and excellent organisation studies, we may use some tools to help such as Agendas, Alert on phones, folders, laptop.

Advantage

The importance of time management as a student, it gives a sense of responsibility for effective learning.

it's essential to know how to implement a time schedule and align your daily activities to keep up on with your study.

Time management and organisation study are important in career development as well, as a student and also in personal life.

Well organised will help to be self discipline and punctual.

More benefits,

Reduce stress.

Example: the less stress you are the better you can achieve your goals.

Focus on your study.

Example: been more responsible.

Self confidence.

Example: meeting deadlines.

Social Social:

Example: good time management and organisation skills allows people to have a break between work, study and social life.

Must do list:

Plannings :

To do lists, a personal organiser will help to know your tasks on time.

Limit e-mail :

According to the statistic, the average worker spends around 30 hours a week checking email" it's just a waste of time.

Very useful to prioritise emails.(www.Inc.com by August 27,2015 Geoffrey James@sales_sources)

Productivity Zone:

Find a convenient time, place to do some work and stay focused.

Eat the frog:

It's all about prioritising tasks according to their priorities, it' all about gaining time on the next tasks.

Taking regular break:

not taking breaks often while working or studying may result in being focused, ineffective and not meeting deadlines.

Avoid multitasking:

multitasking impairs our brain and reduces work to be done.

Better do one task at a time to meet deadlines.

As a student, employers and mothers those skills are very important to organise myself and schedule my tasks by priority.

Franklin, Benjamin said: "Time is money"

The slogan makes me understand the importance of organisation, time and get the best of it.

Disadvantages

Time management and organisation has few disadvantages but the main one, it's taking longer to create plans.

If punctuality is not in our habit, it will be very difficult to get a long.

Ambiguous targets

If you cannot manage your workload, you may end up with incomplete tasks.

Bad management

Not being organised will lead to less work, bad assignment and not meeting deadlines.

Inactive

Mixing up different tasks at the same time will require more effort, less organisation, bad time management and less activity on your tasks.

Stress/Fatigue

Those are common problems in bad time management organisation study.

We tend to be tired, losing control on every task to be done during the day which may result in unsuccessful productivity or studies.

Online Learning experience

Nelson Mandela state:

” Education is the most powerful weapon which you can use to change the world”

Introduction

In 1858, the first university of London offered the first longue distance learning . Today due to the actual pandemic, the UK have been using online learning since April 2020. The pandemic called COVID-19 has changed education forever. Online learning also called E-learning is a developed method of distance education using technology such as the internet. According to my research there are some different type of online learning:

1. Correspondence course via mail, post.
2. Telecourse via radio, television broadcast.
3. CD-ROM interaction with a static computer.
4. Online learning via the internet.
5. Mobile learning.

Today, 2021, Online learning is becoming a popular way of education from youngest to adult.

According to online learning experience statistics from 2020 to 2024 the E-learning sector is expected to rise by \$38 billion, which is 50% of the population now that use online learning compared to just 4% in 1995.

Advantages

From an international review in open suggests that tutors who embrace supportive methodologies, may help students to be more connected and successful.

I am listing below some of the online learning advantages.

Efficiency

Online learning has many ways of teaching such as video. Teachers will use those tools as part of their lesson plan.

Accessibility of time and place of study.

student feel more comfortable because their can attend classes from any location of their choice

Online lecturers can be recorded for references.

allows students to have convenient learning material for their comfort.

Affordable

It's more affordable to Study online for physical learning because the online learning reduces the transportation cost, meal, material paperless less.

Attendance

Because online lessons can be taken from any location, it's very rare for students to miss out on classes.

Disadvantages

Focus

For many students, it's very difficult to stay focused on the screen with no distraction for a long period.

To avoid distraction, the lesson should be interactive.

Technology issues

Connectivity is the quality key for perfect lessons. one of the online classes challenge.

some places may not have a consistent and decent internet speed.

isolation

Many students have different ways of learning; some prefer groups other like personal and some feel isolated.

Because there is no physical interaction, teachers have to communicate as much as possible via messages, emails, video conferencing to avoid a sense of isolation.

Screen time

It's one of the top disadvantages of the online courses.

It's very important to get regular breaks from the screen and posture. Not seating properly in front of the computer may cause damage as well. More people are complaining about it.

Public Speaking and Giving Presentation

Introduction

According to my acknowledgement, public speaking and giving presentations is one of many ways of communication to pass a message or information.

It can also be a strategy to encourage stress or shy people before a speech.

In definition its a type of expression, action well prepared in 3 main reason:

- To inform,
- To persuade,
- Entertain.

Example of public speaking and giving presentation:

The prime minister Boris Johnson in his 1st statement in public, used a camera of mode of communication, to announce the National Lock down.

Due to the current pandemic, Boris Johnson uses public speaking to share the information and try to convince, encourage the population to do the COVID-19 vaccination.

Advantages

The benefit of public speaking and presentation skills are different to each person.

Communication: it can improve your communication skills.

Self confidence: the more you are doing speech or presentations, the better you become confident.

Persuasive: it can give the power to convince an idea or project easily.

speaking without interruption: capture the public attention.

vocabulary improvement: by getting your speech earlier, new words and vocabulary will come across.

Disadvantages

Before any presentation or public speech is always advised to be prepared to avoid despondency, wrong posture, sharing the wrong information to the interlocutor and not being persuasive at all.

the common presentation mistakes are:

- Bad organisation.
- Unpunctual.
- unprofessional language.
- Stammer.
- Fidgeting.
- Turning your back to the public.

Conclusion

Time management and organisation skills methods are useful in our daily life, work, studies or social life.

It's fundamental to understand and use these methods to be able to achieve; reduce stress and surprises.

Mostly, post notes are written to help remembering, accomplish tasks.

According to my experiences, each time management and organisation plans are unique, it's unnecessary to copy someone's technique, by doing that, it will only restrain instead of advancing to your plans

I must admit that I am struggling sometimes with my studies, work and family but because I am so determined to achieve my course, within the second term of my studies I am planning to organise my study differently and be present in all my online classes. Time management organisation goes along with Online learning experience.

Online learning is very demanding but not necessarily useful at the present for some of us. In terms of comfort, I prefer going to classes physically like the old school manner only because I am not good and patient at technology. Also, I get very bored after a few minutes of time especially if there isn't interaction in class.

It has been proven that online learning study may be alternatively convenient for adults with regular breaks compared to online experience for kids. Online experience for kids it's a nightmare, kids only stay focused on the screen for a short period of time and if they stay focused, the consequences will be on the eyes. I find it hard for children to respect the maximum time they are allowed to stay on the screen.

it's not advisable to stay on the screen or mobile phone for adults and children.

Looking at the positive side of online learning experience, the current sanitary crisis is not giving us much choice than to study online.

It enables me to organise and prioritise my tasks with time at work, between children and classes. However, In terms of technology, the ability to work around a computer is a challenge for me at the moment this is my biggest weakness. To conclude my topics, I will conclude with a great man that inspires me when I have to do a presentation; Martin Luther king.

Martin Luther king speech in August 28, 1963; " I have a dream" its my favorite

He had a very powerful voice. According to some reading and videos, he knew how to capture and get the public attention. I can confidently do a presentation and convince a public from the same point of view as mine very easily but of course the first minutes will be a challenge but after a minute, I should be able to gain the audience's confidence.

As Public speaking and presentation experience Martin Luther King is my idol; I like to listen to his speech before any presentation.

In terms of my vocabulary, I will make sure to learn and use simple phrases so everybody could understand my message, information or presentation.

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