

Academic And Employability Skills

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Introduction

Graham Gibbs' Reflective Cycle, which he established in 1988, is one of the most well-known models of reflection. It's a six-step process for analysing one's own life experiences. The reflection model of Graham Gibbs will be used in this research. Gibbs' reflective cycle stimulates cognition at each stage and improves the entire experience (Adeani et al, 2020). Anyone may receive a complete picture of what happened, how things were before the investigation, what has changed as a result of the investigation, and what steps he/she needs to do next to recover control of the situation by following these six stages. In this report, four issues will be explored that are essential in the daily lives using Gibbs' model of reflection. As part of the course, students will learn about time management and academic writing, CV writing, and public speaking skills.

Time Management

The capacity to plan and organise one's day so that all of one's tasks are completed on time, effectively, and successfully is known as time management (Mitchell, 2012). It's about striking a work-life balance, to put it another way. Many facets of a person's social, family, professional, and personal lives must be considered. All of these difficulties must be addressed as soon as possible. A student must take a large number of academic courses. To deal with all of the issues, the student must successfully manage his or her time. An individual's capacity to better manage their time is directly linked to increased output.

Model of Reflection

Description

I used to think I didn't need time management in my life because I wasn't used to meeting deadlines. Our teacher taught us about time management in class. The teacher used real-life examples and inquired about my thoughts on the subject.

Feelings

I've never been able to finish anything on time in school. I used to put off doing my work till the last minute, fooling myself into believing that I could get it done. At the time, I thought I was correct. I never finished those jobs. I obtained poor grades as a result. As a result, effective time management is critical to my success. Because I couldn't manage my time well, I was continually

pressed to finish the tasks given to me. However, following our teacher's instructions on this topic, I am trying to stick to my schedule.

Evaluation

Resting all the time, I thought I would be able to do my responsibilities because I wasn't prioritising time management, but it didn't work. However, when I learned that I would have to submit more than four projects at once, I got nervous. As a result, I was forced to break my usual sleeping schedule and give myself plenty of time to atone for my mistakes. Fortunately, I won't make the same mistake again.

Analysis

I was careless, and it cost me a lot of money. Following the class, it occurred to me that efficiency saves time. In today's culture, everyone's life is dependent on their ability to successfully manage their time (Williams and Reid, 2011). This module is valuable because of this reality. As a result of practising time management, I learned a lot about how to best use my time. The downside is that students are not taught time management in this manner based on their unique talents. Several participants in the course were unable to put the time management methods advocated in the module into practice.

Conclusion

After all of this, I realised that I had a solid grasp of the material being presented in the class. Learning about time management skills was one of my favourite parts of this course. If I'd set a goal, prioritised my work, and kept a schedule, I wouldn't have had to deal with so many pressing issues.

Action Plan

When I got home, I made a promise to myself that I would fulfil my responsibilities regularly after taking the class. To ensure that I don't miss anything, I'm going to make a schedule for my work and establish some daily restrictions.

Academic Writing

Academic writing must be structured in a way that demonstrates an understanding of a specific topic. Writing in academia must not be speculative, and it might incorporate references to other people's thoughts and arguments (Zemach and Rumisek, 2010). The tone of the writing needs to be simple for it to be understood by the widest possible audience.

Model of Reflection

Description

In academic writing, the ultimate purpose is to disseminate information to future generations of scholars. Writing academic papers is an excellent way for students to improve their knowledge and skills (Bailey, 2017). Academic writing can take a variety of forms, but all must be succinct and grounded in truth rather than opinion.

Feelings

While writing my thesis on a specific subject, I had no idea where to begin. For some reason, I began writing again, although it was written in a disjointed manner with large sentences.

Evaluation

I was afraid to ask for help because everyone else in the class seemed satisfied with their thesis. In the end, I was able to get my hands on a few books to use as sources for my thesis.

Analysis

When I was given the duty of writing a thesis, I had no idea what I was getting myself into. That's why I spent so much time pondering the matter. As a result of the lesson, I finally realised what had been happening.

Conclusion

A better knowledge of academic writing helped me complete my thesis paper following the class. My thesis paper taught me a new style of academic writing and provided me with a wealth of information. For clarity's sake, I trimmed down the verbosity of my original prose and focused on the essential idea.

Action Plan

The next time I get down to write an academic paper, I'll keep these principles in mind. I'll do my best to learn everything I can about the subject matter assigned to me. I'm going to acquire a variety of resources and articles so that I may learn more in-depth. In addition, I plan to write in plain English to make it easier for readers to understand and retain what I have to say.

CV Writing

A CV is a document that summarises a person's academic and professional achievements. When applying for a job, candidates must submit a resume to an employer, and that is the primary basis on which they are evaluated (McGee, 2017). Consequently, a company's standards must be met by the CV's content. To get the attention of a hiring manager, a CV must list as many skills as possible.

Model of Reflection

Description

We learned how to write a CV from our teacher, who also showed us how to apply numerous ideas and techniques to make our CVs more interesting and appealing. CV writing, as far as I was aware before the session, is a fairly straightforward process that involves simply listing my skills and achievements. When the lesson was centred around this topic, I gained a lot of knowledge.

Feelings

To begin developing my CV, I didn't focus on any one job; instead, I put all of my skills and experiences like eggs in one basket. ' In the end, writing a CV became as straightforward for me as that. That is what I assumed before I took the class on the subject.

Evaluation

When I was putting together my first resume, I was attempting to be truthful about my lack of skills and experience. The upshot of this was that my CV appeared unattractive or uninteresting. After that, I was required to make up some fictitious data, which was a challenge for me.

Analysis

A well-written CV is an essential component of every career, and students can learn how to construct one (Lunga, 2020). It serves as a first impression for the recruiting manager. In this lesson, I gained a great deal of knowledge and understanding. Previously, I had no notion of how to write a CV. I performed some research and watched several videos on the subject after my teacher showed me the format. Getting the attention of the recruiting manager, who I so desperately need, has proven to be a challenging task (Reynolds and Cooper, 2018). Prioritising our skills and experiences becomes easier when we know more about the organisation we're applying to. Several papers underlined the value of quickly summarising one's abilities.

Conclusion

I learned a lot about writing a CV in a short period thanks to the CV seminar. As a result of this experience, I'm more self-aware than I have ever been before. Consequently, I'm able to spend more time perfecting my craft.

Action Plan

Writing a flawless CV is the most important part of CV writing. I'll double-check my resume the next time around to make sure it's error-free. In addition, I'll work to identify and acquire the skills I most urgently require.

Public Speaking and Presentation Skills

Making a presentation is all about delivering a message, synchronising that message with a visual representation of that message, and then evaluating the results. a broader range of public speaking abilities in oral communication. One of the most important aspects of public speaking is the capacity to convey information (Jaffe, 2010). From presenting research papers and PowerPoint presentations in school to pitching ideas and products to the boss and clients, effective public speaking is an essential skill for every career.

Model of Reflection

Description

Public speaking and presentation skills are essential in any business to communicate more effectively. My abilities to present in front of an audience were pitiful at best. I was apprehensive about public speaking and had no idea how to use body language or gestures.

Feelings

A project had to be presented to the audience when I made my first public speaking appearance. I burst into laughter in front of everyone because I was so terrified at the time. My voice trembled whenever I looked someone in the eye. After then, a seminar was held to further discuss the topic. The solo presentation I delivered in Week 9 was a lot of fun because of that seminar.

Evaluation

Before delivering the presentation in week nine, I prepared both my slides and script. When I was creating my script, I was particularly concerned with how quickly I might pique the interest of the viewers. To make sure I was ready, I rehearsed speaking in front of a mirror multiple times.

Analysis

The first time I gave a presentation, I was unprepared and lacked inexperience. However, after taking a seminar on the subject, I discovered a lot of things that helped me in week 9. Standing still and not moving much was my go-to presentation technique. Improve me and hone my public speaking skills now, I've decided.

Conclusion

After all the trials, I've gained a great deal of knowledge that I can put to good use in future presentations. My PowerPoint presentations have become more efficient. Previously, I was apprehensive, but now I feel more confident. Because of our teacher, I am now ready to discover my own identity. I've never been able to speak in front of a huge crowd since I've always lacked self-confidence. However, in the current situation, I organise my statements based on my audience, which aids me in grabbing their quick attention.

Action Plan

Communication skills are crucial for professional success. Developing public speaking and presentation skills entails becoming comfortable with interacting with audiences (Robbins, 2020). If I am requested to deliver a public speech or presentation again, I will be more energised. The basic goal of public speaking is to interact with people fluently and to ensure that they comprehend the topic at hand. Again, in the corporate world, the main goal of a presentation is to create the best slides and give them to the boss as effectively as possible.

Conclusion

Gibb's model of reflection is highly beneficial to improving necessary skills like time management, CV writing, academic writing, and public speaking. Those who have effectively used the outcome of the model in their life stay one step ahead of everybody. To succeed in the industry, students must be able to write and deliver a compelling CV and give a meaningful presentation. These things become much more alluring when anyone learns to effectively manage time. For both personal and professional growth, time management is essential. It helped me to see where I was before and after our teacher's class with the help of Gibbs' Model of Reflection. The sessions helped me a lot in developing these abilities.

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Appendices

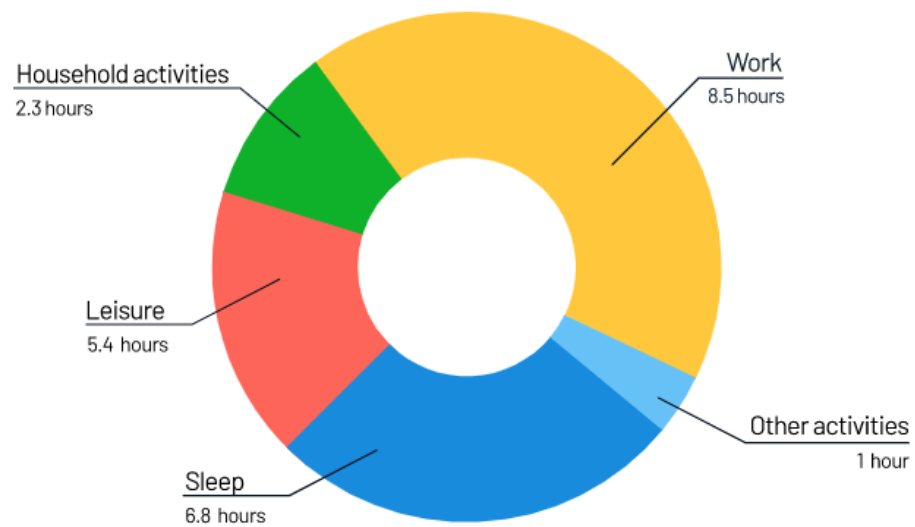


Figure: Time management (Source: Author)



Introduction

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Module Code: BMSW4001
Lecturer: Joanna Walsh



Contents

Intended Career
Career Responsibilities
SWOT
Existing Skills
Skills Requiring Development
Personal Development Plan



Intended Career: Brickwork Supervisor

- 01** To be a brickwork supervisor
- 02** Learning how to coordinate activities of a team
- 03** Having experience of monitoring activities
- 04** Developing the skills needed to be a brickwork supervisor



(Stone, 2017)

Job Responsibilities



- Ensuring the conditions of the contract are met.
- Reporting the status of the projects.
- Monitoring performance of the subordinates.
- Coordinating the activities of the team.
- Carrying out client liaison.

(Lucas, 2020)

SWOT



(Decision Aid Publishing, 2019)

Existing Skills



Communication

Strong communication and negotiation skill



Flexible at working

Able to work in any work condition, nature and time



Coordination and organising

Good at coordinating works and organising group tasks

(Lucas, 2020)

Skills Requiring Improvement



Interpersonal Skills



Conflict Resolution



Time management

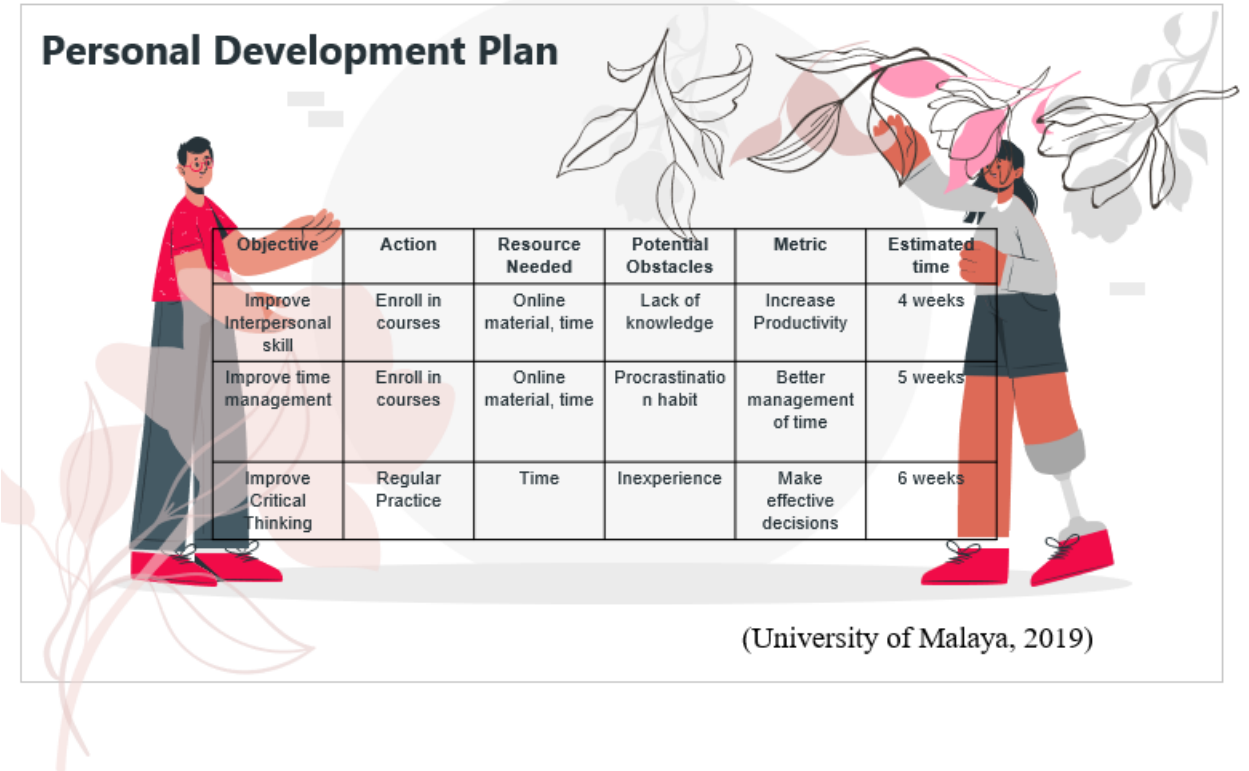


Critical Thinking



(Juch, 2018)

Personal Development Plan



Objective	Action	Resource Needed	Potential Obstacles	Metric	Estimated time
Improve Interpersonal skill	Enroll in courses	Online material, time	Lack of knowledge	Increase Productivity	4 weeks
Improve time management	Enroll in courses	Online material, time	Procrastination habit	Better management of time	5 weeks
Improve Critical Thinking	Regular Practice	Time	Inexperience	Make effective decisions	6 weeks

(University of Malaya, 2019)

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THANK YOU