

Academic and Employability skills BMSW4001

Martina Rossi – 2007919
Lecturer – Anita Nan

The purpose of this Academic Report is to put in writing the reflection on my learning experience that I had during these months, using a recognizable model of contemplation. I have decided to go with the Gibbs Reflective Cycle which was developed by Graham Gibbs in 1998 to give structure to learn from experiences.

As a student at the University of Wales Trinity St. David of Academic and Employability skill, I have been requested to submit a reflective report about some of the topic that has been discussed in class during the lectures. The reason behind my decision to start research about those skills is that I cannot imagine a career in Human Resources without improving some of the most important aspects of my future job and the skills I would love to analyse in this report are essentially connected to the aspect of myself that I have considered as a weakness.

Perhaps skills like **summarizing**, **referencing** likewise, **paraphrasing**, and **writing report** combined all together could be a big cognitive content for my personal work development under different points of view and I would like to talk about some of the Employability and Academic skills, to analyse how those skills can add value at my future career and help me build more knowledge, those skills are essentially **Time management**, **Note-taking**, **Public Speaking**, and **writing CV**.

When I started this course, I was feeling very bad about myself, it seems to me like my study background was not enough to complete this module, however, it was vital to me to learn how to summarize, paraphrasing likewise referencing properly because of the homework like this report that we must do, in fact, get through all these different skills have been a proper challenge. Nevertheless, the lectures had given me the chance to get feedback, to do exercise that let me practice, to ask questions to my lecturer that helped me to understand how hard I must work to reach a good level with my English as a language to learn and write.

School for Cultivation a Swedish government inquiry report, which suggests that there are four different elements of knowledge: facts, understanding, skills, and familiarity (Örbring, 2017), let me realize that basically thanks to this module I went through all four steps and built more confidence in the way I receive and share with others the knowledge that I got already and the one that I am getting as new.

We can think about Evaluation as a process that critically examines a program. Its purpose is to make judgments about a program, to improve its effectiveness, and/or to inform programming decision (Patton, 1987) my evaluation could be only a positive review, I would recommend the University of Wales Trinity St. David to all the people who would like to approach again to a study path because of the way how all the lecturers support you under an emotional and practical aspects. I just wished to have more time to therefore use to elaborate on some of the most difficult topic as for example the academic writing which will allow me to refine the way how I express myself with written words.

Starting an analysis is never an easy task when we are involved directly and we need to examine our personal experience, in fact, it simply gets a blurred judgment.

When you want to begin an analysis of one of the skills you must to recall how to use properly is **reflective writing** because will be your evidence of reflective thinking behind your theory and as I said at the beginning of this report, the purpose behind this analysis is to make a reflection about the skills that after this course I might consider as my **strengths** and **weaknesses**.

The ability to use the time effectively, especially at work is called **Time Management**. This is the skill that helps me to organise my daily agenda. Sometimes the list of things that I need to do is very long. However, the best way at the end of the day to get all my list done is creating a proper agenda using different methods that help me to understand what I shall prioritize most as the task to do, for example the 80:20 rules.

Note Taking is the ability to record important information that you can recall later (Kiewra, 1984) and during the past three months it happened more than one times that I used this skill to record important tips that have been given to me during the lectures, perhaps learning a different way to take notes from my usual way will help me in my future to deal with a topic to record as important.

I always use to take note, this old habit comes from my previous study path in fact sometimes it is easier for me to recall important information if I take note during a lecture or a meeting, thanks to Employability and Academical skill I realized how much this skill is a strength for me, also I changed slightly the way how I used to do it, for example, I use to record the topic but not some **key-words** that actually are very important now vice versa I am trying to take note using, in particular, all the key-words that I can catch during the lecture.

Public speaking is the act of performing a speech to a live audience in a structured manner, to inform, entertain and persuade them; there are many aspects to public speaking, from picking a topic and writing a speech, to answer questions from the audience is usually a formal, face-to-face speech to either a single person or group of listeners. (Barnard, 2018)

Public speaking is the ability to communicate with an audience with clarity and confidence likewise to deal with eventually conflict or different opinion in a polite way, lead a team been able to give and receive feedback. Therefore, during the lectures in class, we watched a lot of videos. However, in the process of creating my PowerPoint presentation, I realized that creating a valid presentation and be able to express it to an audience of people is not an easy task at all.

Curriculum Vitae (CV) that is a comprehensive document that lists your qualifications for employment. It is primarily used for academic positions. (Mckay, 2020); the purpose to learn how to create a properly specific CV that will give to us more opportunities to be hired in the future.

Curriculum Vitae is also now finally one of my strengths because thanks to this course I had the chance to notice how is important have a very specific and short CV, I need to give only the important information about me, and the lecturer teach me how to highlights the better aspects of my professional background and experience, I learned how to describe better my strength as an employee and to realize what I am looking for as a Human Resource and future recruiter.

If now I can distinguish one from the other is thanks to the acquisition of new tools as for example, the **80:20** rule also known as the **Pareto's Principle**, and **SWAT Analysis**.

SWOT Analysis is a tool that practically helped me to recognize my strengths in fact SWOT means **strength, weakness, opportunities** and **threats**, it is a way to analyse all the aspect of my business life likewise the private one; for example, Public speaking thanks to the SWOT Analysis I had the pleasure to discover is one of my strength, it has been very useful for me in the past during my previous study and now that I got the possibility to do group or individual presentation I could finally improve the way how usually, I do it and increase the quality of my

speech, this course showed me different videos of people that were ready to make history and learn the different approaches will help me to be multifunctional in a future job.

Analyse my **weaknesses** are not easier at all then talk about the strengths, as a matter of fact, I can consider **summarizing, paraphrasing referencing** and write down a properly **report** of my weaknesses, before to start to study again I never had a problem with these skills because I used to write pretty much in my language, I never actually write in English due to a lack of confidence.

Summarizing and **Paraphrasing** as academic skills are very complex to use, so making my assignment I had to admit that my Italian knowledge is not enough, the problem is correlated to my very short dictionary of words that I have learned during these five years in London; finally, now I got the possibility to practice with both skills, in the meantime I can go through new words and learn them.

Referencing is my worst enemy, I think it is a very difficult task however, I never had the chance to write many reports in my past so now it is quite hard for me to be able to recognize when you get a good reference or not even with the guidelines perhaps during these lecture with the support of my lecturer, I learned how to check references online and select some of them, the way how I shall write down a reference is still hard and quite confusing but I will work hard to improve this skill because writing a report is one of the tasks that has been required from the academic path and referencing and writing a report are strictly connected, you cannot write down a report if you do not know how to refer other authors, basically, references are important because are evidence to support your thesis although.

Unfortunately, I had to admit to myself that as I said before, my way is still too long and I have to carry on with my study because I must to improve my ability to write and the way how I perform to an audience of people like for example the PowerPoint presentation about my Employability and Academic skill however that has been a good challenge and an important chance to understand all the limits dictated by language barriers, and different scholastic approach background likewise, I had also a great possibility to interact with my classmates during the lectures and be surrounded by all this clever and get ready to reach high-level people let me realized how much effort I have to put in my work to range an excellent level in a very competitive area as it is Human Resources.

Honestly, If I had to do the same module again, I will approach it in another way this time, for example, I will try to take more note and hired a tutor before to start to do my assignment because even if the lecturers are always available, we are too many students to deal with perhaps have someone just for me, that will be focus only on my needs will be great.

I realized that if I want to develop properly some skills and improve the way how I use them I must continue to practice finding exercise online and asking my eventual tutor to check step by step my improvements, check on Moodle for all the lectures, watch again the videos that we already watched in class, and read all the books that have been suggested by the teachers.

I created a properly functional Action Plan that will lead me although through my path as a student and human being, it will be my guidelines to achieve the goals that I decide to have in my life.

REFERENCES:

- Barnard T. (2018) "Brief history of public speaking and famous speakers through the ages", *Virtual Speech* [Online], Available at: <https://virtualspeech.com/blog/history-public-speaking#:~:text=Public%20speaking%20is%20the%20act,answering%20questions%20from%20the%20audience>, (Accessed: 16 December 2020).
- Örbring D. (2017) "What is knowledge in school?", *Raisin voices in education* [Online], Available from: <https://raisingvoicesineducation.org/2017/08/25/what-is-knowledge-in-school/>, (Accessed: 15 December 2020).
- Kiewra K. (1984) "Acquiring Effective Notetaking Skills: an alternative to professional notetaking." 27(4), pp. 299-302, International Literacy Association JSTOR [Online], Available at: <https://www.jstor.org/stable/40029340?seq=1>, (Accessed: 16 December 2020).
- Patton M.Q. (1987) "Qualitative Research Evaluation Methods", *Thousand Oaks, CA: Sage Publishers* [Online], Available from: <https://meera.snre.umich.edu/evaluation-what-it-and-why-do-it>, (Accessed: 16 December 2020).
- Dyson R. (2002) "Strategic development and SWOT Analysis at the University of Warwick", *European Journal of Operational Research*, 152(3), pp. 631-640, Elsevier [Online], Available from: <https://sciencedirect.com/science/article/abs/pii/S0377221703000626>, (Accessed: 16 December 2020).
- Tucker F., Duncan & Davis (2015) "Investing in yourself: personal development planning in practice, *Journal Planet*, 24(1), pp. 10-13, Taylor & Francis [Online], Available from: <https://www.tandfonline.com/doi/full/10.11120/plan.2011.00240010>, (Accessed: 15 December 2020)