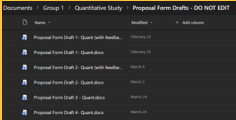
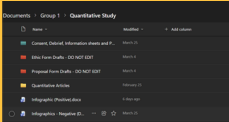




SKILL REFLECTION

TIME MANAGEMENT

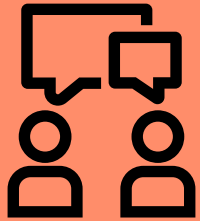


Najdowski (2017) would define time management as the involvement of scheduling activities based upon the amount time the activity will be predicted to take, regularly checking in with the time to ensure the individual is on schedule. It was described as managing the way in which an individual either needs to speed up to complete the task/ activity on time or readjusting the schedule if required.

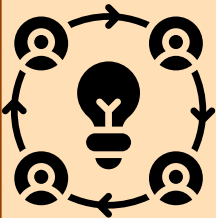
Prior to this module, I thought my time management was decent, however this module has shown me how much more organised I need to be. One of the things I found I need to develop upon was managing my time more effectively. However, when it came to the organisation of my work, I found it was the best I had done and resulted in knowing where document needed for the group was and what was needed to be done (see images)

Communication is a process that is used daily in order for individuals to exchange information, ideas, thoughts or feelings (ASHA, 2013). It can include verbal, non-verbal, written and visual expressions of communication. Genç (2017) expresses communication to be important as we use it to "inform, convince, motivate and provide mutual understandings". For example, if there is no communication, many issues could occur, resulting in work being incomplete, multiples of the same document created and irrelevant information being added. Throughout this module, the communication between the members of the group went through teams, WhatsApp, through the documentation's comment section and in lectures. Using communication was vital within our group, especially when a member was not in and it allowed us to discuss what needed to be done. A member of the group was not in for weeks, so as a result we needed to communicate via the comment section on the documentation. The comment section was used by members of the group and the lecturer for feedback and any changes that needed to be made. Communication benefited us a lot as we were able to do the work with the relevant information and as a result created our research project. Throughout I believe my communication has improved, by actively listening to the members and understanding what they needed from me as the leader and what I needed them to do.

COMMUNICATION



LEADERSHIP



According to McCauley and Fick-Cooper (2025) define leadership as a "social process that enables individuals to work together to achieve results that they could never achieve alone". Suggesting that leaders help to motivate, influence and offer support to each member within the group. Leaders help set a common goal for the group to achieve or in this case what steps we needed to take to complete our projects.

Prior to this module, stepping into the role of a leader was not something that I preferred to do, as I was someone who was more likely to listen to what needed to be done and got on with it. However, stepping into the role as a leader within the group was quite enlightening. It showed me the different ways in which I was needed and how being a leader helped us move forward as a group and dealing with any issues. For example, a member of the group felt that their work was not good enough as another member would go over, deleting her work, making her feel as though what she had done was incorrect. As the leader, speaking to both members, we discussed it and after doing so resolved the issue. This resulted in better communication and the team working better together.

Teamwork can be described as the collaborative effort of a group to work towards achieving a common goal or to complete a task in the most effective and efficient way (Indeed Editorial Team (2025)). Teamwork is important as it allowed us the chance to work together to complete the different parts within the project and allowing us to give advice or help the other with a task if struggling. Throughout this project, the group was split into two groups of two, quantitative and qualitative. Within the quantitative group, it was often a struggle as due to health reason the other member was hardly in, resulting in it making it hard to complete certain tasks on time.

Within our group, when it came to the creation of our research project, it was important that we were aware and adhered to BPS (British Psychological Society) and the UWTSD's procedures. These procedures were the BPS Codes of Ethics and conduct (British Psychological Society, 2021b), BPS Code of Human Research Ethics (British Psychological Society, 2021a) and the UWTSD's Research Ethics & Integrity Code of Practice (University of Wales Trinity Saint David (2020)).

TEAMWORK



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AI Acknowledgement

I confirm that I have not used any AI tools in the research and creation of this assignment. I confirm that I have not presented any AI generated materials as my own work. I confirm I have copies of my drafts, notes, and other resources I used, which I may be asked to provide in evidence.