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Academic and Employability skills

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- **INTRODUCTION**

Academic and employability skills include writing, reading, learning habits, creativity, responsibility, adaptability, professionalism, ethics, technological knowledge and communication skills (Cotronei-Baird 2020). All these skills are helpful in making career choices for an individual. Every student is needed to have a set of skills for achieving desired career. This assessment is describing need of academic and employability skills for choosing psychotherapist as a career option.

- **TASK 2**

- Academic report

Gibbs reflective cycle is a framework that explains how can someone learn from their experience and how it reflects in Their life cycle. This framework helps an individual in learning from experiences they had. A module relevant to Academic and employability skills, was held in our university to make students reflect upon their experience which they had through this learning module. Various skills that are needed to choose a career option were taught in this Academic and employability skills module. Time management, Academic writing, public speaking and giving presentation and online learning experience were some of the topics included in that module. Experiences and learning I had throughout this module are explained below in 6 stages of Gibbs reflective cycle.

Description: This is first stage of Gibbs reflective cycle; in this stage we have to describe the situation or event happened. In Academic and employability skills module we were taught time management, academic writing, public speaking and giving presentation and online learning experience. Explanation about how a student can manage time with help of different time management tools in an efficient way was given to us. What is academic writing and various forms of academic writing were taught by professors to students. Students were given knowledge about public speaking and presentation with confidence in big public events. Online learning sessions were also held to teach students about how to learn from online sources. As career option is selected psychotherapist, in this student need to analyze the situation and explore more institutions for this career so that student can achieve the goals in this particular field. He or she need to research about the subject such as about this course duration, resources, place

or institution and many more so that student can start their career in this area. To start this student requires to learn various skills that helps in achieving their targets and boost their growth in this path.

Skills in time management: It is the method of organizing and managing time among different tasks. This is an ability that is necessary but if any person or other has enough flexibility to do all that is required to effectively pursue, it is just a unique challenge. The learning process is enhanced by increasing time efficiency. To put it another way, people whom were excellent at time management and working efficiency prioritize spending time. These skills will help to student to perform their task and assessments in particular time frame so that they can achieve their targets.

Analysis skills: It specifically refers to just an individual's capacity to perform study to discover the desired solution to a dilemma. These abilities are about finding and collecting knowledge in a manner that allows you to identify the source of the conflict as well as the path to overcoming everything. Even if it provides a safer approach for undertaking and makes variety of knowledge that governs in a successful way, Internet usage assists me in seeking study related evidence on some kind of secondary basis. These skills assist to student in examine the situation and performance rate to task so that student can estimate the final outcomes or make any changes as per requirements.

Those same two communication plays a vital role in raising employee productivity. In my view, internet use is vital for improving high qualifications that are elaborated in multiple skills to retain in an efficient manner. Time management as well as analysis skills help me to arrange the knowledge, I gathered from the internet in even a structured manner. Some internet companies, like Google and Bing, encourage you to analyse around to promote total knowledge, which is a fruitful way to achieve positive results.

Feelings: The second stage of the Gibbs reflective cycle discuss about the leafing and experience of the project. It is because of this experience that a person understands the project. There are various ups and down that a person experience while performing a task and this stage in the Gibbs cycle discusses it. There are various subjects that are cleared through the understanding and thought that an individual goes while carrying out the task. The understanding of this stage is based on the comparison of the feeling and mentality of a person before after performing the task. This dealing and change in thoughts and overall mentality of the person is the basis of this step of Gibb's cycle. Another major thought process that this step emphasises on

is that what exactly was the mentality of the person while performing the task that is how the experience of the person has helped it change the perspective of a person. After going through the experience and understanding all the difference what matters most for the improvement and enhancement of the person is that up to what amount has the mentality of the person changed and how much it has offered the person to grow on general terms. While start this career in particular field there are various barriers and ups or downs are arising in front of student. It is depending on student how to deal with those obstacles. Student need to take experience first in this career option so that he or she can ready themselves for this path. Group projects and internship will help to students to get knowledge about this field for better experience.

Evaluation: The third step in the Gibbs cycle is the evaluation of the feelings and experience the person while performing the task and the change in the mindset of the person. This step specially focuses on the understanding of the change in the feeling and mentality through a successful evaluation of the company. There are multiple sub steps in this step of the cycle which are to evaluate the good and bad experience of the person while performing the task and finding out the reason associated with them. It is only by this evaluation a person can come to the understanding that what kind of activities and functions are likely to be developed into the passion of the person. As there are all kind of experience that a person goes through while performing the tasks. This step of the cycle demands the person to evaluate the experiences that went well along with the activities of reviewing them the core reason behind them. As everything that happens good or bad is connected to a much deeper reason and feel that is reciprocated on a natural basis. Many a times the reason for the things turning good have a reason that the person like performing that activity and vice versa for the activities that did not go well according to the person. The next requirement of the step is to make this step successful and most beneficial for the person involved is that this requires a person to evaluate the functions while performing the task and how the individual or the whole group has contributed towards the society and what is that they have learnt from the experiencing. It is by the evaluation a person understands the performance of his own self. This stage is important for student to evaluate their performance whether student will perform their task properly or not and they are suitable for this career or not. In this student rate their performance as per their experience and learning outcomes. Through past experience student will perform their assessments in more well manner.

Analysis: This is the step where the students analyse the experience of the assignment that was given and in the respective field. Along with the analysis of the feeling the students are

required to analyse the performance and the working and that why did it go well or why not. The student in this aspect need to introspect about the facts that why could be understood from the situation that the person has been through. It is through the analysis of the situation a person can very well understand the concept and working of the system in a business. The group that has been working together for the assignment comes to a mutual understanding and gives rise to a new term group think. It is through the process of analysis the student can understand the working and performance of the business world all by the process. Such a process of coming to the understanding with the group allows the person to perform to in the real world with skills that have been developed thought the analysis. Student further has to examine the circumstances to understand how activity has been brought out using the knowledge that was already possess by the person along with the information and the knowledge that was used in the process of the assignment. In this student analyse the conditions so that they get to know about this career option in more improved manner to achieve their goals.

Conclusion: This curriculum has usually equipped us with the most benefit in terms of experience and ability development. This assists me in producing expected results at work and in my personal life in general. Overall, the experiences were more optimistic, which led to greater learning and growth opportunities. Although this impression has been encouraging, it has been passionate from the beginning to the end in order to gain any information. When extra methods to find out about new talents end up available, it'll absolutely end up extra tempting to pursue an extra orientated goal. As that is usually primarily based totally on the way its blessings me in phrases of mastering new expertise and fortify my records bank. This function lets in human beings to have interaction in extra presentation talents and network conversations, which allows them to benefit trust. On the difficulty of technology, the fee of the pc in mastering important and insightful talents, due to the fact that I might be capable of collect a number of expertise and appropriately look into it the usage of the internet. In numerous situations, the internet's fee aids withinside the improvement of highbrow skills so that it will acquire excessive useful outcomes.

on time. At the begin student is more passionate about the selecting career option for their life but for this student require to perform in group activities for the projects and get more experience so that student get to know about process.

Action plan: It's really the model's final period of contemplation. I need to put myself in a role where I can manage any situation successfully and adequately. It is important to plan those training so that I can make real progress. This strategy would also assist me in successful project

completion in the potential. At this stage, I can quickly identify the places that I need to improve. This increases my employability and intellectual abilities. In this case, I will use the professional growth strategy to refine and strengthen my general abilities.

- **CONCLUSION**

It is concluded from the report that academics and employment skills play an important role in the development of person. As per this module is emphasis to learn new things as generating skills for gaining more knowledge. To further analysation is helps to generates about useful Gibbs's reflection cycle where it is reflecting on different situation basis. This reflective model is also helping in improving my overall employability skills. In this personal development plan is also demonstrated that helps in presenting the time period of complete specific skills that are based on several activities.

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