

STUDENT NAME : ADENIKE BOLA-SANNI

STUDENT ID : 1808705

LECTURERS NAME : ANITA NAN

MODULE : ACADEMIC AND EMPLOYABILITY SKILLS

MODULE CODE : BMSK 4001

REFLECTIVE REPORT ON ACADEMIC AND EMPLOYABILITY SKILLS

Executive Summary

Taking responsibility for own learning, gaining confidence and competence as effective employee by developing a range of employability skills is a going concern today. Employment skills such as reflection, time management and presentation skills – are very important to gaining employment. I hereby use this paper to discuss my skills strengths, weaknesses and improvement process regarding the Kolb's learning cycle theory.

Contents

Executive Summary

Introduction

Main Body

Concrete Experience

Abstract Conceptualization

Active Experiment

Conclusion

Introduction

From this module, I have acquired through learning of different analysis on matters from various perspectives, this report is based on the competence to analyze which I gained in my study of academic and employable skills.

Academic skills are random approaches learned by a student. (ANG, 2002) these are crucial to success in academy such as Schools, Colleges or Universities, its utmost important to attaining good grades, and learning through one's life. Employability skills are transferable, to prepare students or individuals to be employable. (Miller, Biggart and Newton, 2017) Technical understanding, subject knowledge are mostly desired and outlined by employers, an employee must displays and present his/her assets of knowledge, skills and attitudes.

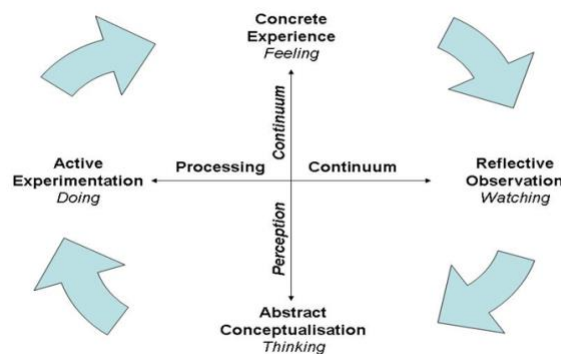
I have done therefore different detailed discussions and have used some books, journals, and web links based on academic and employable abilities to describe the reflection learning style. I plan to take a job in future, my capabilities and information needed rely on my knowledge, abilities and short comings.

With great concern about my competencies that I have or to improve, I base my analyzed capabilities on “Kolb’s Learning Theory”. to know what are required in academic and job life, I record and reflect on my qualities and mistakes during last semester and find some key points and process to improving

Main Body

My analysis, collectively, is based on the theory of Kolb's learning style published by David Kolb in 1984, his style is a four-stage cycle of learning, which contains: concrete experience, reflective observations, abstract conceptualization and active experiment. (Schultz, McEwen and Griffiths, 2016) Effective learning occurs when an individual moves forward through the cycle having concrete experience directed by observation on the formation of abstract concepts which are used to examine hypothesis for future situations, concluded in new experiences. (Gill, 2011)

To explore my academic and develop the employability skills from the job level skill set, I must review different parts, I therefore maintain the four stages of Kolb's model to explore myself.



Explicit: Kolb's learning cycle

Concrete experience:

Concrete experience is the first stage of Kolb's cycle which is a state of feelings of strengths confronted, or a repetition of previous diagnosis of existing experience. (Abbas, 2016) Here a student goes through something different and new, this part in my academic course enhanced my learning on skills development. Developing competence is essential for students and skills gathering such as time management, creative skills, performing under pressure, critical and innovative thinking, etc, I prefer to implement strategic measures and procedures which I gained in academic and my life exploration. This principal stage has created lot of positive thoughts in my mind and this seeding stage generates inspiration to learn during my last semester of academic session, I have introduced some acquired numerous number of skills which are:

Time management: has helped me organize my day in an efficient way to conclude my activities including both academic tasks and prepare for future employment.

Broad thinking, assuming the big picture have greatly helped with the bulk of subjects and points, even those not straightly linked to my actual study line, all this has helped me to establish a wider framework. (Hornstra, van der Veen and Peetsma, 2017)

Communication Skills made me more positive than past experiences, I now talk and chat with friends and colleagues with confidence, through presenting power point slide before my classmates and involving in debates.

Gathering incidental data and exploring capability that use to be a bother for me on the role of accuracy and authenticity of information has been acquired. It has also improved my knowledge of computer technology and electronic learning than the past semester.

Ability of performing under pressure calmed me efficiently not to fright, this assisted me to achieve more. Listening ability and understanding others perspectives is mostly required for a student or an individual like me to hear and understand other people's outlook.

Joining the job field in the future greatly requires the appropriate knowledge of writing CVs and cover letter. (Gill, 2011) Preparing Curriculum Vitae (CV) has given me the employability skills to display my abilities to employer and increases my expediency.

Reflective observations:

This is the second stage of Kolb's cycle of learning, mainly about remarking or promoting observation skills about one's own experience. (Tanner, 1999) In this stage of learning a student look at others and prepares observations on own experiences. The ability of observing help a student or an individual make right decisions and also assist in gathering information accurately. (Monticelli, 2014) I learned the reflective observation skill by observing people. This foster my competency development for employment in this irresistible unemployed field.

I saw a number of strengths and weaknesses in my last semester that I have some lacking in time management, communication listening, I now can make punctual appointments, converse and listen beautifully. I am expert in my basic skills and critical thinking for several works, I am weak in critical analysis, I am moderate with problem solving but less active in personal skills.

Abstract conceptualization:

Abstract conceptualization describes the stage of learning where a person figures results from passed experiences through critical and logical thinking, in this stage a student wants to bring out the core strengths by using methods or theories. (Abbas, 2016) Last semester on my academy, I gathered different

skills and abilities for a perfect chase of the work field through academic theories. For some lacking in my personal expertise that is asked by the employers, this might slow my job hunt, as employers always want to develop the condition of their firms. I am seeking employment without absorbing these efficiencies. Their requirements of skills are: co-ordination with the co-workers, flexibility and adaptability with the running atmosphere, strong work ethics, proper time management, precise self-confidence, team management ability and proper communication skill, learning ability from discussion, capacity of performing well under pressure, and problem analyzing as well as problem solving skills. (Matsuo, 2017) By adopting these skills I can easily compete with my competitors in the job market. To getting employment, I must absorb these skills to give me an edge for any job.

I am not so good at critical thinking, I then must explore situation critically as well as gain the ability to give proper solution or outcome on issues. I also need to improve my thought for others' perceptions because every person has a different view. Since expressions for presenting any topic is important, I must learn the techniques of expressing well, plus movement of body needed to perform.

Some key elements of a presentation slides are: styles of expressing exciting or important key terms, fonts of words, font colors, related images and graphs, formal dress up, eye contact and also fluency in communication. I now know how to present a cover letter for a job application, with some elementary tricks to write a cover letter. My experience in writing cover letter are: clear indication of the job post I am applying for, the main origin of the post I learnt about the job, my mentioned approaches of words should be clear, acceptable and polite, my written address to whatever establishment I send application must be precise etc. Lagging on updated technologies, it is high time to get involved with these technologies by watching documentaries more on YouTube channels, using new software and hardware also. To do and get a proper analysis I need to consult with some of my seniors and teachers in getting relevant information and work for the proper research.

Active experiment:

Active experiment is the last stage of Kolb's learning cycle, where the learner takes part in expertise activities straight away to realize the knowledge that he/she learned. (Schultz, McEwen and Griffiths, 2016) Here in the last stage people do exploration on their learning objects and develop them to feel and become an expert on them. I studied the Gardner, J. (1976). His study mainly was about the techniques and procedures of improving one's job skills which is most important for an employee. (SU BERGİL, 2016) After studying the paper I was motivated and started practicing these procedures. Writing in the formal way, how to structure the paragraphs or essay, how the academic essay file should be made,

standard report writing and correct summarization techniques as well as the usage and style of Harvard be referenced. All of these tactics help me a lot to improve my skills. I am not much go with technological terms or usages, I therefore started to learn from some offline computer-based courses. Role playing, analytical analysis, proper CV writing, etc. importance of these things I now understand well by taking the course. Becoming more efficient in time management, for this I compared notes with so many people in working place and this assisted me to develop the time managing skill. There are few interviews that I am getting set for, I now how to talk in front of the interview board, proper dress up, the right gestures and proper communication technics, all this gives me confidence to attain my desired position after several years. I can now share my strengths and weaknesses before the board or else where without hesitation, I experiment my own strengths and weaknesses by Kolb's learning cycle properly. There are few vital considerations from my perspective to prepare it such as: clear personal introduction, actual address mentioning, cover letter, achievement that are most important to mention with the sequence of present to past.

Conclusion

Introducing ones strengths and weaknesses and overcoming these weaknesses through improving the strengths by also adding some new strengths is the main essence for this module study. My perspective to improve myself about some laggings that I have and considered as my weakness occurred by taking effective measures under related theories of famous researchers. Attending various session run for weak students, taking trainings on computer technology and Internet based works offline. Time management activities which is important was improved through learning from people who are continuously working successfully in the busy schedule. (Miller, Biggart and Newton, 2017) After exploring myself, I can confidently conclude that proper indications of my strengths and weaknesses will help develop those skills very efficiently to get a good job while hunting for one on the ever competitive job market.

References

- Schultz, K., McEwen, L. and Griffiths, J. (2016). Applying Kolb's Learning Cycle to Competency-Based Residency Education. *Academic Medicine*, 91(2), p.284.
- Gill, D. (2011). Effective Blended Learning Techniques. *Journal of College Teaching & Learning (TLC)*, 6(2).
- ANG, M. (2002). Advanced Communication Skills. *Academic Medicine*, 77(11), p.1166.
- Miller, L., Biggart, A. and Newton, B. (2017). Basic and employability skills. *International Journal of Training and Development*, 17(3), pp.173-175.
- Gardner, J. (1976). Helping employees develop job skill. Washington: Bureau of National Affairs
- Abbas, S. (2016). The Effect of Reflection-Supported Process-Based Writing Teaching on Iraqi EFL Students' Writing Performance and Attitude. *Arab World English Journal*, 7(4), pp.42-62.
- Hornstra, L., van der Veen, I. and Peetsma, T. (2017). Effects of full-time and part-time high-ability programs on developments in students' achievement emotions. *High Ability Studies*, 28(2), pp.199-224.
- Tanner, K. (1999). Observation: A Counter Culture Offensive Observation's contribution to the development of reflective social work practice. *Infant Observation*, 2(2), pp.12-32.
- Monticelli, M. (2014). The experience of infant observation in difficult situations: retaining the ability to observe. *Infant Observation*, 17(3), pp.179-194.
- Matsuo, M. (2017). The Unlearning of Managerial Skills: A Qualitative Study of Executive Officers. *European Management Review*.