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Academic and Employability Skills

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Introduction

Gibbs's reflective cycle is a potent tool for learning something from experiences. This framework was developed by Graham Gibbs in 1988 for showing a cyclic nature of factors to learning something from practical and real-life experiences (Adeani et al., 2019). There are five different but interconnected factors in Gibbs's reflective cycle (Gibbs, 1988). The factors of Gibbs reflective cycle are as follows: description, feeling, evaluation, conclusion, and action plan (Zimmerman & Kulikowich, 2016). The description section merely narrates the detailed experience of the learning phenomenon. The feeling section describes what learners feel about the situation, and the evaluation part depicts the self-evaluation of learners about their own learning and understanding after the experiences (Gibbs, 1988). The conclusion section follows the evaluation section and describes the concluding remark about the learning experiences (Zimmerman & Kulikowich, 2016). Finally, the action plan sect narrates what would happen if the situation repeats again and what the strategy would be redesigned if the situation happens again. Now the following section highlights my learning experiences of presentation, public speaking, cognitive and critical thinking ability, and time management skills in the light of the Gibbs reflective cycle (Dhaliwal & Singh, 2018).

Gibbs Reflective Cycle

Gibbs's reflective cycle is a very powerful tool coined by Graham Gibbs in 1988 to give a framework of learning from experiences (Adeani et al., 2019). In Gibbs reflective cycle, there is a series of cyclic features that enable one to learn from repeated experiences (Dhaliwal & Singh, 2018). The following figure demonstrates the Gibbs reflective cycle.

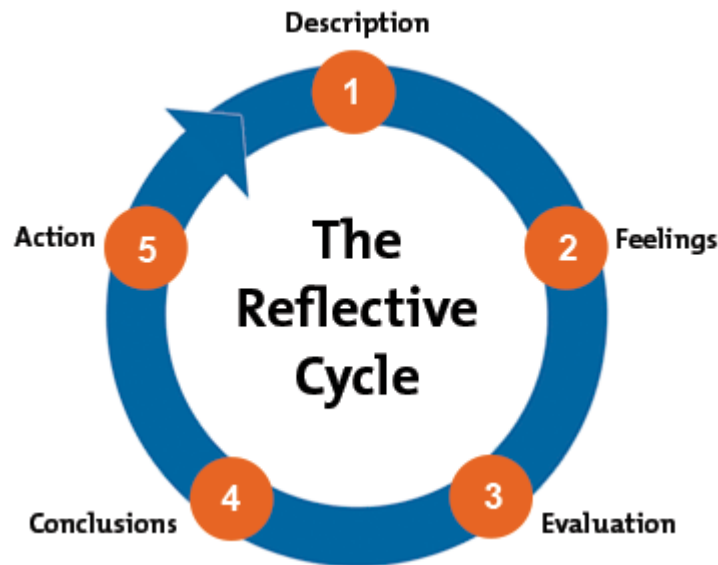


Figure: Gibbs Reflective Cycle

Source: (Adeani et al., 2019)

There are five factors in Gibb's reflective cycle, for instance, description, feelings, evaluation, conclusion, and action plan (Dhaliwal & Singh, 2018). The Gibbs reflective cycle is a good way of learning from experience (Gibbs, 1988). The model summarizes the learning experiences from repetitive learning or stand-alone learning (Zimmerman & Kulikowich, 2016). Originally, it advocates for repetitive learning experiences (Wilding, 2008). The following discussions highlight our learning experience of public speaking & presentations, analytical & cognitive skills, and online learning experience in the light of Gibbs's reflective cycle.

Description

In our module, we were eagerly interested to learn something from our instructors. The instructors give us different directions for learning. We got the course materials and contents first from the instructors. The contents were well structured and enriched with the sound insights and knowledge of our teachers. We didn't have proper knowledge of presentation and public speaking skills (Dhaliwal & Singh, 2018). I had fear and inertia in public speaking and couldn't express myself properly in any public gatherings. Apart from public speaking and presentation skills, my cognitive ability and critical thinking power were limited compared with other friends (Zimmerman & Kulikowich, 2016). I found insightful content provided by our instructions, which were well designed to push cognitive and critical thinking skills amid ourselves. We were very haphazard to manage our daily routines. We have a lack of time management skills. The

contents designed for equipping time management skills were insightful enough to learn something new and make these helpful in our practical life. We surely enjoyed the contents and classes conducted by our teachers to give ourselves a proper understanding of public speaking, presentation skills, cognitive & mental ability, and time management skills. Besides learning these skills, everything was going smoothly. But the recent pandemic makes an intercept our regular workings. The pandemic Covid-19 forces us to go into online learning instead of physical classroom learning. At the beginning of the pandemic, we were in a locked-down situation. As we understand that the situation will prolong badly, then we were decided to go for an online learning experience. Initially, we were inexperienced about online learning phenomena, the application and tool used, and facilitated online education and learning (Wilding, 2008). Our instructors were very helpful in this regard; we had learned the tools and techniques of online class at hand from our instructors. One day we finally decided to go for an online class. We were confident enough and installed the Zoom application on our Laptop and Smartphone. We have conducted our first class facilitated Zoom application platform. After that, we used Google Meet to have our online class. We used the Google classroom for sharing and exchanging the course materials among ourselves. Different applications, for instance, Zoom, Google Meet, and Class Room, facilitated our online learning experiences.

While in our replica work-life milieu, we were formed in some small groups to practice and examine our cognitive, critical thinking, presentation & public speaking skills, and time management skills (Zimmerman & Kulikowich, 2016). I was in a group that consisted of four members. We planned to have numerous group meetings to finally have our tasks successful.

Feeling

Initially, it was seemed very difficult to understand and equip everything like presentation skills, public speaking skills, cognitive & critical thinking ability, time management skills. But when time flies, it seems easy for me to understand everything. Our instructor and moderator of the program were knowledgeable and smart enough to give the easiest solution to everything. They assist us to learn something new and help to enrich our knowledge and expertise with the help of the module learning things (Zimmerman & Kulikowich, 2016). I feel excited to get all the things in a clear and simple understanding and realization. I am happy to learn time management skills as previously I thought that managing something would be complex and difficult. The analytical

skills also give me a great source of amusement as I think the people who possess analytical skills are extraordinary and excellent, and they are different from common people. Further, critical thinking skill also gives me a lot of pleasure and happiness to learn these great skills from such practitioners (Wright, 2001). Additionally, previously I think the people who are extrovert can only express themselves publicly. A great speaker is a person who is totally different from common people. That's why I think public speakers are some extraordinary people. Whenever I have equipped myself with these skills especially public speaking and presentation skills, it gives me a great source of amusement and excitonic in feeling, thoughts, and activity. Suddenly, I have invented myself in a completely new figure (Wilding, 2008).

Evaluation

All the course contents for public speaking skills, presentation skills, time management skills, critical thinking ability, and cognitive ability were well-structured and designed smartly to give simplicity and a gorgeous feeling to the learners (Wright, 2001). The module operator was also good enough to guide us in everything in detail. The instructors were significantly enriched in knowledge and understanding with their topics related to practical experiences. All these course contents, module operators, and instructors of the program are excellent and smart to teach something in a new setting (Dhaliwal & Singh, 2018).

The things that were very inspiring that every group member produce their works in the scheduled timeline (Wilding, 2008). All group members have worked hard and completed the tasks as per the scheduled timeline. They are committed and dedicated to their tasks. Since we didn't have a properly written plan, we failed to manage everything within the scheduled time. The dedicated working people and committed attitude of them help us to achieve the goals successfully (Wright, 2001). However, we have no written plan. In fine, the overall experience is inspiring and motivating to greet ourselves with new knowledge, the realization of the proxy work-life phenomenon, understanding of real work settings, and theoretical congruence with real-life work experience.

Conclusion

From the course modules of presentation and public speaking skills, cognitive and intellectual ability, and time management skills, I have learned a lot of things and brought some significant

changes among myself. I have learned how to present a business problem solving or case scenario in a public setting. Now I am okay to present something and enable myself to remove the inertia and fear from myself (Wright, 2001). Previously I was haphazard to manage my daily routines and regular tasks. But now, after completing the module, I have developed time management skills and enabled me to manage my time. It seems to be very interesting that I can complete my whole previous tasks within the same stipulated time while, previously, it was exquisitely difficult for me to complete them accordingly. My analytical skill and critical thinking ability are improved as well that can be figured out from my group work. In our group task, I was so fast to make different decisions at a difficult time. It is finely concluded that the module helped to equip me with the decision-making skill while in a difficult and volatile time. Finally, I am now enabled to design any remote or virtual session using different applications and digital communication technology. I have learned and experienced the basic functional knowledge of numerous communication apps during our online learning experience of this pandemic (Wright, 2001). It helps me to grab the knowledge of designing some learning program virtually (Wilding, 2008). It seems me now designing the virtual program is literally very easy and simple. In previous, I thought using distance meeting app and make virtual program is very complex and difficult. But this program has changed my thoughts entirely. Now I am totally professional in designing something virtually with confidence. In fine, it can be concluded now with this module I have learned something new that impacts my mind vividly while becoming professional in critical thinking, cognitive ability, presentation skills, public speaking, time management skills, and designing any virtual education program (Dhaliwal & Singh, 2018).

Action Plan

While dividing the group members, we have faced problems to formulate and design a team. I will follow Belbin's team designing approach in the impending days (Adeani et al., 2019). The following figure shows the Belbin's team role.

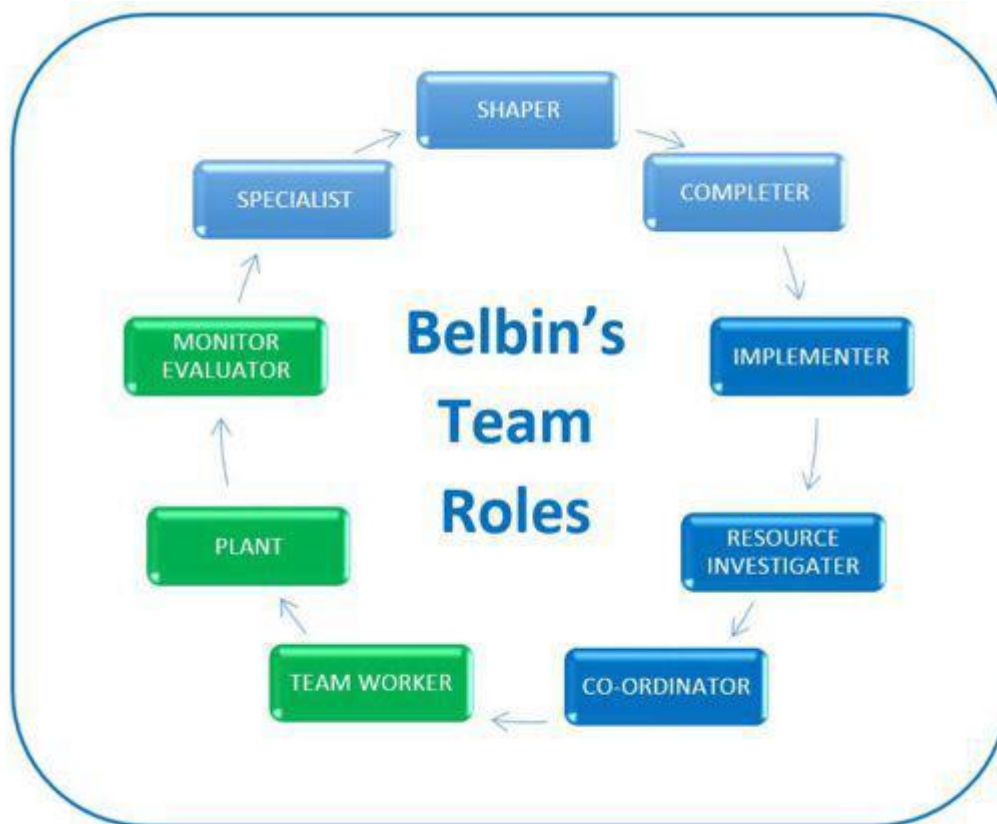


Figure: Belbin's team role

Source: (Adeani et al., 2019)

Following Belbin's team role, it will be facilitated for us to design and formulate our team and delegate the responsibilities among the team members. To assign responsibility and delegating authority was the most critical and challenging task while we designed our team at the starting stage of this program (Wright, 2001). But now, at this stage, I think following Belbin's team role approach would be easy enough to design our team and delegate authority among the team members. Further, I will speak my mind while I will face concerns about having different issues. In some perplexing situations, it seems to be difficult to make decisions and communicating with a third party. I will imagine myself in the third-party place and think about what he could be or feel after knocking him. Such imagination techniques will help me make fluent and powerful communication with a third party (Dhaliwal & Singh, 2018). Another important aspect I will add in our future work that planning properly and writing the whole plan on a page in a draft. Previously, we didn't write down our plan on a single page. In the absence of a proper plan, we had faced several problems during the proper completion of our project and group tasks. So, I

will design the entire plan on a single page in the future and hope this plan will definitely guide us to do the best in the future. In the case of module learning, I wish I were enjoying all the classes in the impending future while preparing myself before the module learning (Adeani et al., 2019). I will prepare myself physically and mentally. I will take preparation and keep notes while listening to lectures and watching videos and lecture modules. Physical and mental preparation will significantly get me ready to grab something new from any learning setting. In fine, using Belbin's team approach, I will design and assign the responsibility of the team, I will imagine myself as the second party in case of any concerning issues, and lastly, I will take physical and mental preparation while listening lecture and keep notes of watching PowerPoint presentation of our module instructors (Zimmerman & Kulikowich, 2016).

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