

Reflecting In My Learning

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Academic And Employability Skills

(BMSW4001- Task 2)

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Introduction:

In this work, I will talk about the reflective cycle of Gibb (1988) and I will talk, about the time manager with my time manager and also in general, also about Organism Study, as I organize my time to study and I will also talk in general .

Using the library and gathering information like the Digital Library helped me, like many other people and collect information

And for the last topic, it will be public speaking and make the presentation you should reflect.

Gibb's Reflective Cycle (1988)

I chose this model because it is simple and I understand, the way it has to be, studied, explained too, to understand the other models is difficult, because my English is not perfect and I am doing my best to can I appreciate the English.

And to be able to understand I am not all materials, but also to understand the teacher speak.

This model has 6 TOPIC, and the 6 topic to get along very well, especially for people who do not speak English language.

Time Management

Description: Time management in modern society is complex, although there are many methods and ways available that help in this aspect, because on the other hand, the amount of distractions has also increased considerably and the style/standard of life makes people barely have time to carry out your activities.

Feeling: Time is very complicated, because you need time for everything, even to be born, what I feel about is time, not even me without saying, but I know I don't like it, but I already live with this feeling about the time of the day that I was born, and I will continue to have this thought about time until the day I die, even to catch a plane, you need time.

Evaluation: To be honest I don't know what was bad about this moodle, because time management is two totally different things:

Time is on average time spent each day on high-priority tasks for each individual was: 28 minutes, increased to 2 hours and 19 minutes; 6 minutes, increased to 2 hours and 38 minutes; 17 minutes, increased to 2 hours and 24 minutes: and 28 minutes, increased to 1 hour and 32 minutes. The weekly self-ratings of effectiveness and satisfaction followed approximately the same pattern as the high-priority time changes.

Management is the coordination and administration of tasks to achieve an objective. Such administrative activities include defining the organization's strategy and coordinating the efforts of employees to achieve these objectives through the application of available resources. Management can also refer to the seniority structure of employees within an organization.

Analysis: The management of time to carry out the activities listed above is very important, because most of the time when it comes to managing time to study, we end up procrastinating it also due to the fact that we can't organize ourselves to study or because we think that we always have enough time to perform a certain task until when we realize we are close to the deadline.

Conclusions: is that I have a lot to learn about this topic here, so I could better know mine, that's why I chose this course to help me and better everything.

Action Plan: what I'm going to do now about this topic is learn more about it, so I can have more knowledge about this topic here, I want to change my knowledge about it, so that in the future I would know how to use it with wisdom.

Organising Study

Description: the organization of the study requires, in addition to organizing the contents that require more attention and that must be studied for a longer period, they require a lot of attention and focus because we can get distracted very quickly, especially if we are studying on the computer. The study requires research, consultations, among others, and we can also count on the ease of the modern world to search for books; articles, etc.

Feeling: Simply studying without direction is not effective. Make sure to consider what it is that you aim to accomplish by the end of each study session to give yourself some direction and keep you focused on the tasks at hand. Consider using the initial few minutes of your study session to create a to-do list and notice all of the tasks that require your attention for that one sitting. Setting yourself short-term goals each time you sit down to study can help to reduce procrastination and increase your motivation to get working!

Evaluation: over time the organization of the study has become one of the important subjects for all students, because it requires a lot of concentration and a lot of dedication too, in addition to being one of the important subjects in general

Analysis: Why is it important to be organised when studying?

Being organised is key to establishing a productive study schedule and staying on top of the increasing workload that comes with preparing for final exams. Effectively organising your study sessions will help to not only minimise procrastination but also ensure you use your precious time wisely!

Conclusions: The conclusion I came to is that I don't know cause anything about the organization of study is that I always learn a lot, have knowledge about everything, study more English, study more and more, so that I can always have an answer for the cause all subjects, this vacation i will read more about all 10 weeks of classes we had you.

Action Plan: my plan is better for my organization, not only study organization but also personal organization, because in the future I will need this organization in my future, I am sure that I will improve that much

Using The Library And Gathering Information

Description: Digital libraries offer a vast set of books and articles that help us with our studies and all we need to know is how to navigate these interfaces.

Feeling: I feel that libraries should be valued more, because now everything is online, books, newspaper, everything that can be read is almost 70% online. for example if a student needs help with a book he can't find online, and he wants to ask for help, and he can ask for it, but the problem is that he writes the problem he has so he can find the book, oh well they can answer him in 2 days, but he needs the book for now because he has school work to do. what I'm trying to say is that even online libraries what I feel about it is that I don't like it. I personally still have many doubts about how to use the university library, I don't know how to use it, I have no idea how to use it. if the university had an in-person library, I could go personally to take my doubts.

Evaluation: in my assessment of the evolution of the library and collecting information is different, in my school because the library is all online and I don't like it, maybe I didn't know what to write here.

Analysis: It's just that I don't know how to deal with the online library and I don't even know how to use the information online either, I thought I really want to use a library, but I still don't know how to do that. to use me and use her information is to go personally to collect everything, take it with my hands and ask the person who works at the library about my doubts and then I have an answer, since online I don't know how to do such a thing.

Conclusions: I don't like how things have changed, technology.

Honestly, I don't have much to say about it.

Action Plan: in the future, i want to have more time to organize myself and have time to study and go to the library, use everything i have to use and have more information and for my future i want to have more knowledge about everything. I don't just study us more in my personal life.

I want to change my life, I feel like I'm asking for everything, that I don't know anything, that I'm stupid. I feel even the roots of myself for not knowing things.

And I'm going to change all that...

Public Speaking

I had never done a presentation before in my life, even when I was at school in Portugal, I never arrived.

And this was my first time to present a work done by and I still had to present this work in front of my class. I was afraid from the beginning when the teacher said that we had to present the work, and long before the presentation day arrived I was already having anxiety attacks, sleepless nights and even dreaming that I would faint in front of the class. .Then the day of the presentation arrived, I saw my colleagues present their work and I asked myself if I was going to be able to present it with them, they were doing it.and the big moment came when the teacher called my name. My heart was about to burst out of my mouth so the only thing I thought was, ketty let's get this over with because if you don't go up here in front of the class, and off I go I start the presentation, no, my English isn't very good. but I did my best I think so that my colleagues understand what I was saying and present too.

If I was afraid, yes I was.

If I almost fainted, yes I did.

If I was afraid that my heart would come out of my mouth, yes.

In my presentation I had a moment when I put my hand on the screen and my work was all going this way and that. But what I felt when I was presenting was a good or even a very good feeling, I can't explain why! seeing my classmates looking at me, and looking at my presentation and the teacher also had the feeling that my work was wrong, I was comparing my work with others. what I saw at work in my colleagues some things they did i hadn't done in my work. more summarizing. I want to do more presentations so can lose this fear I have of speaking in front people.

Conclusion

The conclusion I came to was that I have a lot to learn from all these Moodle, not just the ones I chose here in my work, but all the moodles I've read, and I'll come and read and study too, because I know that all these Moodle that I will study, they are all moodles that I think I've never heard of, I'm not sure.

More These are all moodles that I need to know more about, about all of them, because at the moment I don't know any. as I said I'm learning, this is all new to me, even the things I heard in class, and all the works that do that, I had to read a lot starting from scratch, because the materials I had never heard of before, even when i was in portugal.

I want to change my life, I feel like I'm asking for everything, that I don't know anything, that I'm stupid. I feel even the roots of myself for not knowing things.

And I'm going to change all that...

I'm going to study more, have more time to have a lot more knowledge, as you know I want to be a counselor, so I have a lot of work ahead of me

Reference

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Indeed n.d. (December 8, 2021)

<https://www.indeed.com/career-advice/career-development/what-is-management>

Jess Holsman Online (n.d. n.p)

<https://this.deakin.edu.au/study/how-to-organise-your-study-sessions>

Ketty Espirito (n.d) 2022

Appendix

Apresentação do PowerPoint - Assessment13april (finally) - - Copy - PowerPoint

The slide features a dark blue background. On the left, a white rectangular box contains the word "Counsellor" in a large, bold, black font with a green outline. Below it, the text "Ketty Keila Jordao Do Espirito- 2121654" is displayed in a smaller blue font, followed by "Liza Demetriou" in a green font. On the right side of the slide, the University of Wales logo is shown at the top, followed by the text "Prifysgol Cymru Y Drindod Dewi Sant" and "University of Wales Trinity Saint David". Below this is a large yellow "200" with "1822 - 2022" underneath it. The bottom right of the slide features a blue and white wavy pattern.

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

200
1822 - 2022

Counsellor

Ketty Keila Jordao Do Espirito- 2121654

Liza Demetriou

Diapositivo 1 de 10

14°C
Ger. Nublado

POR 20:50
23/04/2022

Counsellor

- Counselors work in confidential settings with individuals who are experiencing personal difficulties, to help them overcome their problems and to make appropriate changes to their lives.
- work with clients with mild to moderate mental health problems or drug-related problems, or with people who need support because of genetic disorders or diseases such as cancer.
- (TargetJob, n.d.)

Diapositivo 2 de 10

◦ What are the responsibilities of a counselor?

- Providing counseling face to face, over the telephone, or online
- Working with individuals, families, or groups
- Keeping confidential records
- Building a relationship of trust and respect with clients
- Listening to clients' concerns, empathizing with them, and helping them to see things more clearly or in a different way.
- (TargetJob, n.d.2022)

Diapositivo 3 de 10

Skills needed in the counselor field?

- Listening
- Empathy and understanding
- A non-judgemental attitude
- Patience and a calm manner
- Ability to cope with emotional situations
- Ability to relate to and adapt communication style to suit a wide range of people
- (TargetJob, n.d.)

Diapositivo 4 de 10

Skills I need to Develop

- Listening
- Empathy and understanding
- A non-judgemental attitude
- Patience and a calm manner
- Ability to cope with emotional situations
- (TargetJob, n.d.)

Diapositivo 5 de 10

ALL THE SKILLS YOU HAVE

- **TO BE HONEST, I THINK I DON'T HAVE ENOUGH SKILLS, TO BE I, A COUNSELLOR.**
- **BUT, I THINK I'M GOO ENOUGH TO GIVE BEST COUNSELORS.**
- **ONLY HAVE THESE SKILLS HERE:** (KKJDE 2022)

- Ability to relate to and adapt communication style to suit a wide range of people

Diapositivo 6 de 10

Strengths

- I never Give Up
- Persistent
- Courageous
- Always Fight For Me
- I like make Questions
- I Love Helping People, Especially My Family "my family is my strengths".

Weaknesses

- Impatient
- Emotional
- SLOW COMPRESSION
- Cry

Diapositivo 7 de 10



Diapositivo 8 de 10

Rerefences

- (OptimisMinds n.d.)
- <https://optimisminds.com/counselor-strengths-weaknesses/>
- (TargetJob, n.d.)
- **Counsellor: job description (targetjobs.co.uk)**
- Ketty Keila

Diapositivo 9 de 10



Diapositivo 10 de 10

14°C
Ger. Nublado



20:54
23/04/2022

OneDrive
Captura de ecrã guardada
A captura de ecrã foi adicionada ao OneDrive.

para aumentar o espaço disponível