

# **Academic and Employability Skills**

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## Introduction

The report focused on time management, CV writing abilities, public speaking and presentation skills, and other related topics. When linked to these three employability abilities that have been developed via school career, Gibb's reflective model provides a clear explanation. For each of the employable skills, an explanation of the skill, emotions of learning, appraisal of the experience, assessments of the circumstance, and a conclusion will be provided for the skill. The report will demonstrate the literature, knowledge, practical advice, and implementation of these three employable abilities in professional career, as well as their intersection with other fields of study.

## Chosen Model of Reflection

The Gibbs Reflection Process was used to explain the above employability skills. This approach to evaluating knowledge and development was immediately popular when it was proposed in 1988. Because it is periodic, it adapts well to multiple exposures, allowing one to learn from both successes and failures. The structure has six phases. When describing something, you must include the date, who was involved, why they were there, and the outcome (Markkanen, 2020).

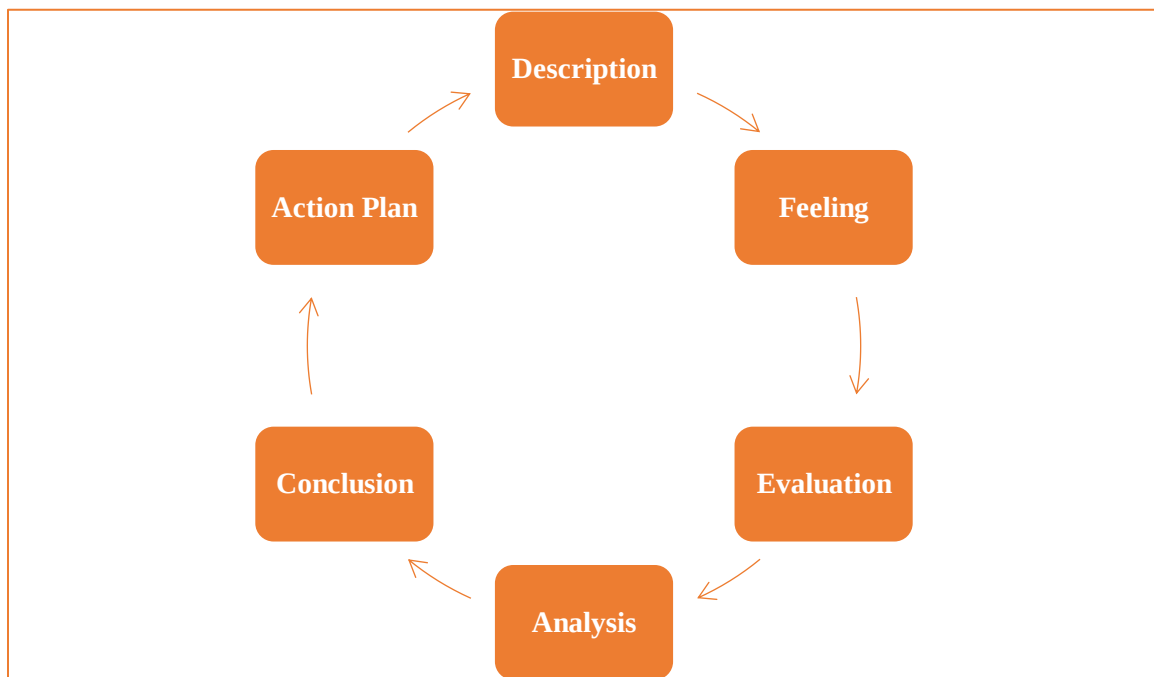


Figure: Gibbs' Reflective Model.

Source: (Li et al., 2020).

Emotions are felt when an event or learning occurs. This includes what happened after and before the scenario, what people were thinking during the scenario, and so on. For example, what went well and what didn't go well, what went well and what didn't go well are all assessed during the assessment phase. When the planned experiences or learning do not go as planned, the individual considers why, what caused the interruptions, and how the experiences or learning relate to scholastic theory or model. The learner then decides how much he has learned, what can be done to improve knowledge, and what skills can help him develop his abilities. The action plan ensures that the learner did not make a mistake by starting with the same learning, gaining the required abilities, and using a different technique. Using the Gibbs reflective model, the learner can describe their learning opportunity, including assessment, analysis, and a strategy to avoid making mistakes (Adeani et al., 2021).

### **Time management**

The employer regards time as a precious asset. Employees that have strong time management are more productive, inventive, dependable, and experienced ones. During the course of learning about time management, it was simply referred to as "time managed." I didn't have a clear understanding of time management, but I did know that it simply meant executing the work at the appropriate time. However, as the active learning progressed, I discovered many heretofore unrecognized issues linked to managing time, such as time management methods, strategies, how to perform under stress, and how to tackle the everyday challenges associated with time employment. Management is the art of completing a job in a timely, efficient, and excellent manner. The distinction between necessary and essential is connected to time management. When an employer requests that a proposal be submitted, the workers are responsible for submitting the document on time. However, it is necessary to report on the project (Uzir, 2020).

Whenever the issue of managing time was brought up, it seemed that I was learning something new, although I already had some knowledge of the subject. Another student also gave a presentation, and they were equally impressive. We need to adopt these methods for successful time management: "create to-do lists, define a goal, prioritize-based task scheduling, prevent procrastinating, take a break, and quit multitasking." I learnt how to split down the task based on priorities from the time management subject (Khan, 2020).

Since I first learnt about the issue, I completed the task, coursework, and my job in a timely manner. After the course, it was much easier for me to keep track of my time. The subject was also beneficial to the students. Several tasks were completed as part of a group. My students and I have been fascinated by the sentiments of a team that works together. Various cultural peers attended and presented their recommendations and arguments for the assignment. I felt I could accomplish the assignment on time when the managing time issue was mentioned, but I couldn't handle the task adequately. However, mastering time management is a pleasurable experience for me.

I learnt the concept of time administration throughout the managing time subject, but I couldn't figure out how to establish the priority-based job, which is one of the most significant aspects of time management. I knew what the priority matrix was, but I didn't know what it meant. It could be beneficial if there is still the possibility of a class discussion. Classmates might form a messaging group to discuss the time theory of management and methodology. However, several of them assisted me in comprehending the subject.

Because I had actual experience, I was able to master time management quickly. When the instructor spoke about managing time, I was able to put it into practice.

My everyday work regimen has gotten much easier to manage after studying time effectively. However, if there was an opportunity for a group conversation, the teaching would have been more constructive. I need to grasp urgent duties, important tasks, a schedule writing system, a communication method, and patience in order to improve my time management skills (Williams and Reid, 2011). As a result, I'll require some action plans, such as exercising the time management approach, plan, and supporting or assisting the group (Syafryadin, 2020).

## **CV writing**

Many of the university's students had excellent educational credentials and job experience, but they were unable to get the positions they want because of their inadequate curriculum vitae (CV). CV writing is something I've learned at the academy and it's something I really need. In front of the firm, your CV should communicate your employable abilities as well as why you are vital to the employer. During my CV writing lesson, I learnt how to create a résumé that is visually appealing, informative, and beautiful. According to the teacher, the ability to write a CV effectively conveys the individuality, professionalism, expertise, and vitality of the candidates. Some of the

friends were already proficient in CV drafting, but after finishing the course, they had a thorough understanding of the subject. We will learn how to construct a CV that is concise, easy to read, and that highlights competence, academic credentials, training, enthusiasm, soft skills, and a message about the occupation (Andini et al., 2020).

My pals and I both enjoyed the sensation of CV writing method. As this is a hands-on learning experience, I have created numerous CVs to evaluate the quality. There is an issue with the database of CV templates. Making templates in Microsoft Office is not very simple or appealing. Additionally, the classmate appreciates the CV writing subject since it relates directly to our careers. After finishing the program, the majority of students learnt how to create a CV in a suitable manner (Hime, 2013).

The class has been instructed on how to embellish the CV, selected credentials, computer abilities, and educational credentials. However, there is no example of a CV that demonstrates the notion. However, a classmate gives some instances in an email, which clarifies the CV's outline. Several of them give me templates that I find useful. As CV writing is a necessary component of obtaining a decent job, I and my classmates are also aware of the lesson. All except the job description/career prospect were opaque to me. Writing a concise phrase that contains pertinent information, emotion, and abilities for a vacant position is difficult for me.

The CV writing session educated us how to market ourselves and ensure our selection throughout the shortlisting process. If the instructor assessed numerous CVs, it was beneficial for highlighting the CV's shortcomings. Additionally, the classmate might have a beneficial effect by creating an example of a resume. To prevent the difficulties associated with CV writing, I will gather examples from the Online. Again, I am capable of completing a course on creating CV templates. Monitoring the job advertising might help you improve your CV writing abilities. As a result, I shall highlight the need of CV writing skills (Arjulayana, 2020).

### **Public speaking and giving presentations**

The business anticipates that individuals will possess effective communication, presentations, and public speaking abilities. I've learnt technique, gestures, talking style, eye contact, focal point, and inquiry via academic classes. The instructor has summoned us on the stage. There has been an invitation to respond to various presentations as part of the evaluation process. Though PowerPoint

slides are simple to create, speaking is difficult for me since I lack experience with public speaking or presenting. However, few of my classmates excelled in speaking in public, making it simple for the audience to understand, as well as inquiring and presenting. Confident, phrase choring, upright stance, physical contact, and smile are required for public speaking (Bate, 2015). To my mind, taking a deep breath throughout a performance is beneficial for reducing mental strain. Though I was proficient in writing PPPs with relevant graphs, figures, and animations, I struggle with presentation. However, I attempted to overcome the shortcoming by using the technique.

I loved my friend's speech throughout the lesson. However, I was aware when my turns arrived. A few of my pals, like me, were anxious. I'm embarrassed and anxious as I near the end of the course. However, I am aware that my speaking and presenting abilities have increased. I was worried during the lesson, but I've recovered to around 50% now.

After finishing the course, I improved my public speaking ability but still have certain weaknesses, such as speaking, gesticulating, and most of the time, the stage seems unwelcoming to me. There has been a dearth of public speaking practice. We may improve our speaking abilities with enough practice. While the PPP ability was excellent, the animation and film production abilities were lacking (Saputra, 2018).

Public speaking and presenting skills will aid me in obtaining a decent career, obtaining a leading position, and developing management abilities (Rhodes, 2017). I'm embarrassed when a classmate does well in a presentation. However, I have become much stronger as a result of my weakness. To continue improving, improve public speaking and presenting skills. Speech, movements, and eye contact, among other things, may all help me strengthen these abilities. Presentation and public speaking abilities are essential to any business (Shadinger, 2018).

## **Conclusion**

The report article is written based on the framework of Gibbs' reflective model of learning which one of the best models to reflect learning. It focused on time management, CV writing abilities, public speaking and presentation skills, and other related topics. The article was produced using the Gibbs cycle of reflective thinking as a guideline. Every grad student must have strong time management abilities, as well as CV writing skills abilities. Each of the career development has been discussed in detail in the reflective report. I haven't always done it, but I have a strong

presence in the learning environment. I've attempted to recover from my weakness by soliciting small amounts of assistance from my classmates. After each learning experience, I have taken stock of my own personal strengths and weaknesses. Several issues were identified that may be of assistance in getting a greater understanding.

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