

TASK 2 – 2000 WORD REPORT

UNIVERSITY OF WALES

SIOBHAN VENESE COURTNEY BROWN

STUDENT ID: 2030399

LECTURER: GREGORY COWAN

CONTENTS PAGE

PAGE 1: INTRODUCTION
PAGE 2: TIME MANAGEMENT
PAGE 3: CV WRITING
PAGE 4: PUBLIC SPEAKING
PAGE 5: CONCLUSIONS
PAGE 6: REFERENCES

Introduction

This report aims to reflect my understanding of the use of time management, cv writing, public speaking and academic writing and how they have once helped me, the importance of each topic will be highlighted throughout this report.

This report will cover the meaning of each skill, how it is beneficial, what I have learnt about each skill and how it can be used in everyday life along with a conclusion of each skill.

Topics learnt and progressed from week 1-9 will also be covered and discussed in this report and how each topic has been useful and allowed me to progress. My knowledge from week 1-9 became stronger on the topics covered with the help of the references listed.

Time Management

Time management is dividing your time efficiently for different activities. For example, finding time to study, using that time to the best of your ability and making sure you balance it. There are many ways of making sure you have good time management the main thing is making sure you are organised. Being organised can sometimes be difficult due to things such as mental health. If your mental health is not good you tend to become lazy, demotivated, unbothered and mainly disorganised.

Ways you can stay organised is by planning your days realistically and sticking to your plan as much as you can even when under pressure or if something unexpected comes up and is not on your plan. Things such as: to-do-lists, diaries, lists, a tidy workspace and good sleep will enable you to have good time management to work more effectively.

Tips to have consistently good time management is setting sensible goals to reach with a reasonable amount of time to reach them, set time limits so you are not over working or under working on a task, taking small breaks between time and planning, this allows you to be more productive and less stressed.

Time management has been useful to me in many different ways, in secondary school I had poor time management due to my age but as I grew up and understood the usefulness of time management I started writing to-do-lists, my classes were on a timetable and I would plan revision and library time hours for myself weekly afterwards, days that I had compulsory revision classes or clubs I would take those days as my days off.

Planning my weeks and weekends ahead like this really helped me to stay organised and extra productive. The quality of my work improved massively due to having extra time working on it and feeling less stressed. When my days were planned there was extra time left daily for me to work on my bigger goals or do other things. Having the right amount of sleep allowed me to not feel tired and unproductive and made me feel ready to work. If I did ever feel tired or didn't get enough rest, I would make sure to take breaks in-between to reset.

I got a further understanding of time management in week 1 using useful resources such as handbooks and mind-tools.

- Entrepreneur Handbook (2019) '7 proven time management tips for busy managers'.
<https://entrepreneurhandbook.co.uk/7-proven-time-management-tips-for-busy-office-managers/>
- Mindtools (2019) 'What Is Time Management?'
https://www.mindtools.com/pages/article/newHTE_00.htm

Conclusion

In conclusion time management is a beneficial skill that can be used daily to improve daily goals and achieve even bigger ones. It helps with procrastination and helps you feel more motivated when you feel like you have everything planned out and following a plan. It gives you time to plan other things and take reasonable breaks.

CV Writing

CV writing is a document about your experience, education, skills and availability that you send to your choice of work when applying for a role in their place of work. Your CV needs to be up to date otherwise this can cause complication and delays with your application. If your CV is over detailed there is a high risk that the recruiter will not read it all and move onto somebody else. If your CV is under detailed, you are also at high risk of the recruiting team skipping your application and moving on to somebody else's application.

Writing a powerful CV is starting with your personal contact details such as your name, email, an accessible contact number, address (this is optional). Then move onto writing a few lines about yourself and your skills. Write about your education / qualifications, and work experience. Work experience is a key part in you CV, your experience also needs to be relevant to the job you are applying for. You can then go onto writing about your personal responsibilities, hobbies and interests, this allows the recruiter to know a little bit more about you and get a small insight of your personality.

In the past I have been turned down from jobs due to a under detailed CV, having a detailed CV is highly important. After being turned down multiple times I decided to create a whole new CV, I included my personal contact information, my skills, education / qualifications, work experience, responsibilities, hobbies and interests.

I added more information about my experience compared to my old CV there was hardly any information about my work experience. I added more about my hobbies and interests, my old CV had less information about my interests and hobbies, and this made it hard for the company and recruiter to get a picture of my personality.

In your job sometimes there are staff promotions meaning you can progress within you job and get a higher place in work, often you are asked to hand in an updated CV and cover letter. In this case having the CV writing skill is important you would need to sell yourself to who is checking the CV's adding all the appropriate skills you have for the roll and extra.

Learning about CV writing in week 8 expanded my knowledge on what I knew about writing a good structured and detailed CV. My knowledge grew when I learnt about adding things to my CV such as a personal statement and references. Helpful resources helped me gain knowledge and an further understanding useful resources from week 8 are:

- Exforsys, Inc., 'Sample Resume – Office Manager Resume'. Available at: <http://www.exforsys.com/career-center/sample-resumes/office-manager-resume.html> (Accessed: 18.10.2019).
- Maund, A., Schriek, M., and Tinkler, P. (2017) *Certificate in Higher Education: Skills for the Workplace Student Yearbook*. London: Sage.
- Morgan, P (2017). *The Business Student's Guide to Employability*. London: Sage.

Conclusion

In conclusion CV writing is an important skill to have seen as it helps with your job finding and helps you to get the best role you can. CV writing is important since the recruiter has not seen you face to face to judge or picture your character and personality so have the skill of CV writing and being able to impress the recruiter before meeting face to face is a good skill

to have. In situations where you are trying to progress your role at work you will need to hand in an update CV.

Public Speaking

Public speaking is being confident and speaking out to a crowd. Public speaking can happen anywhere such as weddings, birthdays, class presentations, protests and so on. The most important thing about public speaking is confidence. Speaking out to a crowd can be very scary but if you are confident nobody will notice that you feel shy.

Speaking to an audience when you are not looking or sounding confident allows them to zone out and not pay attention no matter how important or interesting the speech may be. Speaking with confidence to a crowd draws them they will then engage with you and show they are listening and paying attention.\

Some public speaking's require you to be more serious than others for example at a birthday party / dinner, baby shower or wedding your speech could include a joke or more informal language such as slang whereas doing a more serious speech for a class presentation or protest you wouldn't include a joke or use informal language because the matter is much more serious and doing so would drift the importance away from the actual matter.

Public speaking has helped me in the past for class presentations, I learnt that projecting your voice and keeping on track of the topic you are presenting about keeps the audience engaged and interested. Going off topic and speaking not as confident bores and confuses you listeners.

The skill of public speaking can help me in the future with my dream job of midwifery, midwifery is a very intense job and during childbirth the room is normally packed with friends and family including all the midwives that will be delivery the baby. In situations like this you need to be able you stay focused and speak to your workers confidently and not allow the packed room to put you off.

In a situation where the birth has not gone smoothly, and the mother and father of the child are in panic along with the friends and family the skill or public speaking steps in when you confidently reassure the family and talk to your workers to fix the issue without getting distracted by others around you. There are similar situations like this such as operations in theatres where the surgeons need to speak confidently.

I have learnt more about public speaking in week such as pre-talk, handouts, opening, clothing, body language and length. Pre-talk, arriving on time or minutes early and dressing in the correct manor for your audience. Handouts are things you can give out with more detail to what you are speaking about. Opening, starting off your speech with something to grab your target audience's attention to keep them engaged the whole speaking. Body language, standing up right and not slouching in order to keep you listeners interested and not zoned out. Length, keep your speaking to a suitable length no matter how interesting your speech is speaking for an overrated time gives your listeners time to start getting uninterested and they will automatically start to zone out. I learnt about more of this in week 9 along with useful resources such as:

- Splane, M. (2006), "PowerPoint Presentation Advice,"
http://www.cob.sjsu.edu/splane_m/PresentationTips.htm

Conclusion

In conclusion, public speaking is a useful skill that can be used on many different occasions such as birthdays, weddings, protests and class or work presentations. It is important that the correct dress code and language is used for each. The length of the speaking should also be appropriate in order to keep the target audience engaged and interested.

Overall Conclusion

All skills covered are important skills and can be used in daily life and can be used in the place of work.

Time management helps you to be organised and allows you to reach daily goals that are set and allows you to stay focused and block out procrastination and laziness.

CV writing helps you to apply for your choice of job roles correctly and effectively. It also allows you to progress in your place of work when work promotions come up.

Public Speaking can be used in and out of work, at many different occasions and even in case of an emergency

REFERENCES

- Entrepreneur Handbook (2019) '7 proven time management tips for busy managers'.
<https://entrepreneurhandbook.co.uk/7-proven-time-management-tips-for-busy-office-managers/>
- Exforsys, Inc., 'Sample Resume – Office Manager Resume'. Available at:
<http://www.exforsys.com/career-center/sample-resumes/office-manager-resume.html>
(Accessed: 18.10.2019).
- Mindtools (2019) 'What Is Time Management?'
https://www.mindtools.com/pages/article/newHTE_00.htm
- Maund, A., Schriek, M., and Tinkler, P. (2017) *Certificate in Higher Education: Skills for the Workplace Student Yearbook*. London: Sage.
- Morgan, P (2017). *The Business Student's Guide to Employability*. London: Sage.
- Splane, M. (2006), "PowerPoint Presentation Advice,"
http://www.cob.sjsu.edu/splane_m/PresentationTips.htm