

Academic and Employability skills

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1. Introduction

A model of reflection is a structured way of analysing a report of a task given by using descriptive memory. Reflection is a concept that emphasizes awareness of one's own knowledge, past experiences and beliefs. Models of reflection benefit individuals by helping them understand their own thinking and learning strategies. In this report I will be using the Gibbs reflective cycle (1988) to describe my exp.

Models of reflection: Gibbs' 'Reflective Cycle' (1988)

Kolb's 'Experiential Learning Cycle(1984)

Driscoll's Model (1994, 2000)

2.1 Time management

This means allocating time to study, using that time effectively and balancing the time requirements of different aspect of your life.

Daily time management

- List what you need to do within a certain time span.
- Prioritise all these activities.
- Estimate time requirements.

2.2 Setting SMART CODE

S- specific

M- measurable

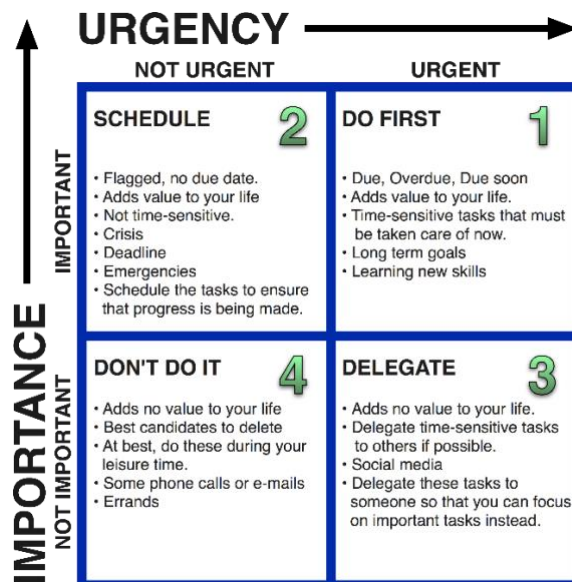
A- achievable

R- realistic

T- time- related

2.3 Introduction to Eisenhower method.

The Eisenhower decision matrix is a way to categorize and prioritize items on your to-do list according to their urgency and importance.



2.4 Introduction to SWOT analysis

SWOT analysis is a technique developed at Stanford in the 1970s,

frequently used in [strategic planning](#). SWOT is an acronym for **S**trengths, **W**eaknesses, **O**pportunities, and **T**hreats and is a structured planning method that evaluates those four elements of an organization, project or business venture. A SWOT analysis is a simple, but powerful, framework for leveraging the organization's strengths, improving weaknesses, minimizing threats, and taking the greatest possible advantage of opportunities.



2.5 Introduction to personal development plan (PDP)

A Personal Development Plan is a written account of self-reflection and improvement, which doubles up as a detailed action plan used to fulfil academic, personal, or career-based goals.

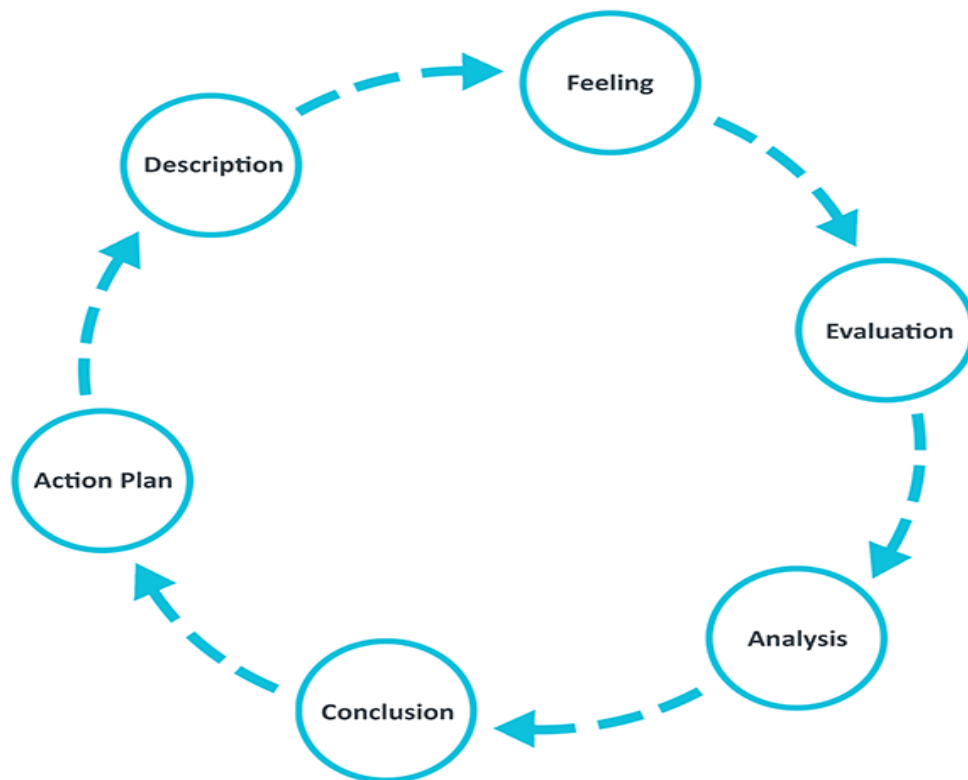
It's usually created within the workplace or when studying (with guidance from your manager or tutor), and works by allowing you to establish your aims, recognise your strengths and weaknesses, and identify the need for improvement.

Objectives are put in place based on the areas you'd like to improve on, and the plan consists of your own personalised actions that will help you to achieve them.

My Personal Development Plan

To be Developed	Expected Goal	Actions I will Make	Success Criteria	Application	Deadline
1 Public Speaking	Overcome nervousness	Train at school Practice with relatives & friends	Able to speak confidently in front of crowd	For presentations and reporting	9/15/2014
2 Physical Vitality	Increase working performance	Exercise every morning before work Go to the gym 4 times a week	Able to handle twice the current load of tasks	Personal productivity Faster accomplishment of work assignment	11/15/2014
3 Language	Speak basic Japanese	Study at Japanese language school Practice speaking to Japanese neighbors	Moderate Japanese speaking and interpretation	To perform and understand basic expressions and communication	1/15/2015
4 Job Position	Assistant Manager	Work harder Improve skills Please the boss better	Promotion to Asst. Manager	Greater authority & responsibility Better benefits and recognition	3/1/2017
5					

Using Gibbs' 'Reflective Cycle' (1988)



- Description: during this class, I learnt about time management
- Feeling: The class was productive as I have learnt a new topic which I never learnt before. I was happy as the class involves more self-participation and involvement. Clear teachings and understandable
- Evaluation: This information was useful as I have learnt a lot about the use of time

management and using different methods in evaluating and setting priorities.

- Analysis: Time management is very important as this will help me in my day to day in identifying my strengths, weaknesses, the opportunities I have got and those things that will hinder me from getting my goals (threats).
- Conclusion: Teachings in class about time management was well understood. Teacher gave assignment to use the Eisenhower method, SWOT analysis and personal development plan to implement into our daily life and activities.
- Action plan: to do the assignments in order to be sure teachings about time management was well understood.

3.1 Paraphrasing

Paraphrasing means writing the ideas of another person in your own words.

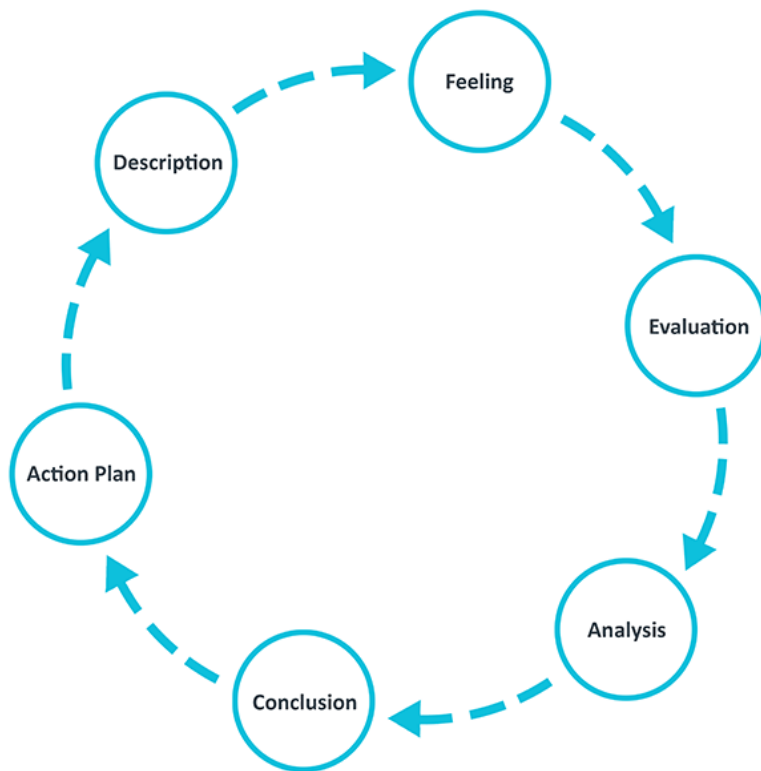
Paraphrasing is useful when you are using the work of others to support your own view.

When paraphrasing, you need to change the words and the structure but keep the meaning the same.

3.2 Paraphrasing tools

- Synonyms
- Change word class e.g verb to noun or adjective to adverb
- Change word order e.g put the end of sentence at the start

Using Gibbs' 'Reflective Cycle' (1988)



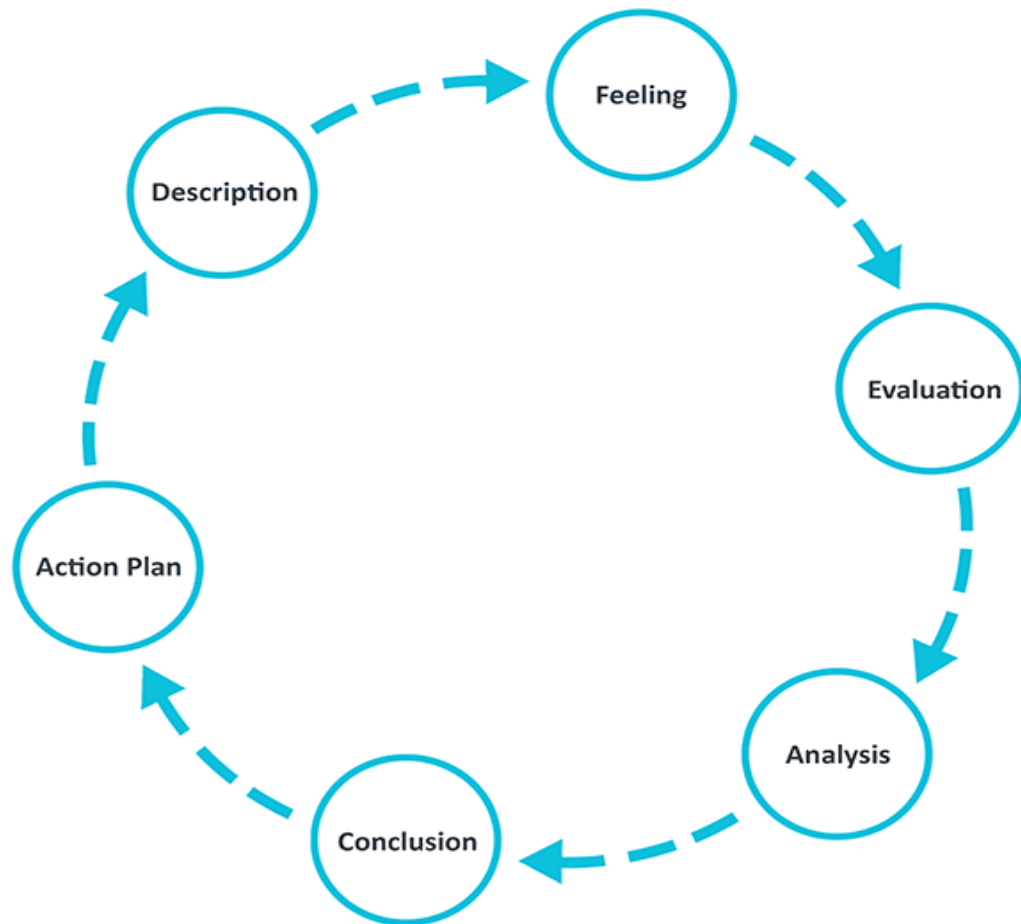
- Description: during this class, I learnt the meaning of paraphrasing, examples and the techniques used to present the same meaning differently.
- Feeling: The class was challenging as I have learnt a new topic which I never learnt before. I was lost at the beginning of the class and more examples given enlightened my knowledge.
- Evaluation: This information was useful as I have learnt a lot about the paraphrasing and coming up with my own examples.

- Analysis: Paraphrasing is It may be used to assess my abilities to accurately paraphrase a passage.
- Conclusion: Teachings in class about paraphrasing was well understood.
- Action plan: to do the assignments in order to be sure teachings about paraphrasing was well understood.

4. Referencing

Referencing is an important part of academic work. It puts your work in context, demonstrates the breadth and depth of your research, and acknowledges other people's work. You should reference whenever you use someone else's idea.

Using Gibbs' 'Reflective Cycle' (1988)



- Description: this class was learning about referencing.
- Feeling: this topic was new to me, and I have never heard about it before. It was quite a sweltering day and I was incredibly happy to learn something new. At the beginning of this topic, I felt strange and confused and as more examples were illustrated, I got along.

- Evaluation: this information will be useful in drafting my report.
- Analysis: referencing is important and using for my report and it will help to conduct my report task in other courses. Also, it will help in my day-to-day activities at school and in doing my assignments.
- Conclusion: Tim's suggestion, we were all given examples and evaluation questions to work on in class and assignments to be done to be able to get started in drafting my report.
- Action plan: quiz to practice in class to check one's knowledge so far and to do my homework.

5. Public speaking

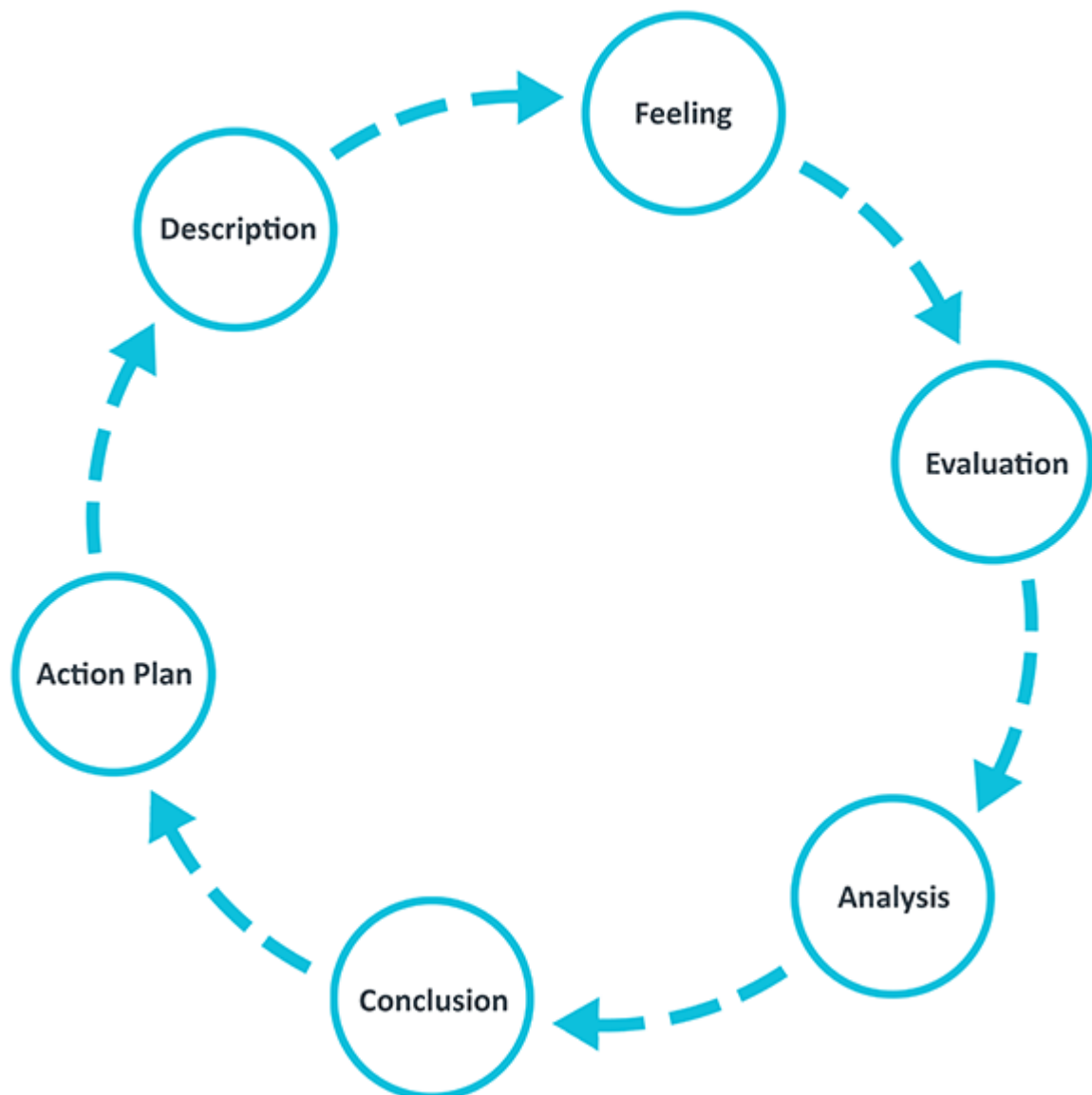
What are public speaking careers?

Public speaking careers are occupations that involve using verbal communication to connect with audiences of varying sizes, demographics, and priorities. When pursuing one, your duties will generally involve discussing different subjects, engaging the people who are listening to you, and using different media or locations to communicate. These professions vary based on communication targets. Selling a new product concept to key stakeholders, informing a community of a recent political event by describing its facts, context, and relevance; and motivating a project team with a speech are all examples of public speaking objectives in different careers.

A health educator teaches members of the public about behaviours that improve their well-being. Public speaking activities include informing

people how to manage their health conditions, assisting them in finding necessary information or health services, directing staff during the implementation of educational programs about health, and advocating for health boosting policies and more resources. To get this job, you usually need a bachelor's degree and the Certified Health Education Specialist (CHES) certification.

Using Gibbs' 'Reflective Cycle' (1988)



- Description: Today, I had a presentation about Public speaking

- Feelings: I was not happy because I am not a public speaker. It felt a bit awful, and I thought I would not be able to face the crowd.
- Evaluation: This information was useful as I spoke on a topic about how I wanted to put in together all I have been taught in my first term into my future ambition.
- Analysis: Public speaking is important as the encourages on to be able to speak anywhere they find themselves and boosts one's confidence.

- Conclusion: I think I did well during this presentation and as I put in all the skills that has been taught during this firm term in use.
- Action Plan: to practice more about public speaking on my own in order to boost my level of confidence when I find myself in a larger crowd.

Conclusion.

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