

Evaluation of My Employability Skills and Reflection of Module Learning

Academic and Employability Skills (BMSW4001)

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Group 2

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Task 2: Personal Reflection on Learning from the Module

Introduction

An individual's personal growth is essential in determining how successful they will be professional. If I am successful in meeting all the requirements for academic skills, then I may also be successful in meeting the criteria for employability skills. When it comes to enhancing one's professionalism and employability, the most valuable abilities that can be acquired through self-awareness and critical self-evaluation are those that pertain to organization of studies, summarizing, time management, and public speaking (Hanks et al., 2016). For this evaluation, I have utilized the Gibbs Reflective Cycle to its full potential to demonstrate my current capabilities and further develop them.

Gibbs Reflective Cycle

I have demonstrated the importance of building academic and employability abilities in this assessment by evaluating a specific case. In this situation, I used the Gibbs Reflective Cycle to comprehend better and assess a particular incident and my reactions to it. This information helps me understand how I conduct my critical thinking and related tasks. During the learning module, I learned that I need to enhance my public speaking skills (communication), time management, summarising, and organising study abilities. Incorporating the Gibbs model to reflect on my employability skills has assisted me in identifying the steps I needed to take to improve my academic performance and job marketability (Koh and Tan, 2018). Description, identification, and evaluation of thoughts about the current circumstance are part of this model's primary components. It also includes a conclusion and an action plan for future skill enhancements (Beesley et al., 2017). I believe this approach at all levels benefited me in building a coherent assessment of my personal experience across the entire learning module to enhance my employability skills.

Description

Both in the classroom and the workplace, being able to communicate effectively is a need. I may develop my public speaking and presentation skills by attending my classes and related activities consistently. There is a possibility that the Gibbs model has assisted me in improving the

flow of information between the lessons I have learned and my judgments of the efficacy of various types of educational assessments (Brierley, 2019). With this, I can see how to communicate between two separate items that share a standard feature. For example, I may be able to convey what I have learnt in the module to the exam paper. It can help me better comprehend and reflect on my teachings by writing them down. I will be able to improve my academic performance with the help of this.

Regarding my job prospects, I can speak effectively in any workplace I join. The development of public speaking and presentation skills may also positively impact my leadership abilities (Hariyati and Ungsianik, 2018). The Gibbs model is critical in conveying my current state of mind and how I have been processing ideas. An effective relationship can be made between critical thinking and an incident with the use of this support. It may have helped choose the appropriate course of action concerning the pending incident by analysing the current circumstances.

Using the Gibbs model to describe current events may have helped to review and analyse internal features, but it has pushed up individual experiences. The Gibbs model must be used to explain what happened during the academic module, which is why it is essential (Sambell et al., 2020). Developing suitable time management, summarizing, and organizing study abilities has allowed me to impose precise and in-depth knowledge and understanding in line with the occurrence I have been experiencing. This understanding has helped me to improve my academic performance. The more people who know about this, the more I will be able to spread the word. The assistance I have received will allow me to work toward improving my team's performance. Besides, I may have learned how to manage my time better to complete assigned tasks and apply organizing study skills to my team members by guiding them toward a unified goal (Garcia-Palao et al., 2019). It is now possible to better manage my time by providing a detailed account of a specific event and the associated experience. With this, I can simultaneously create and enhance knowledge bases for several people; I need an illustrated embodiment of the event. The use of task-based communication can cut down on the amount of time necessary for each activity. Increasing my employability may have been made easier as a result of this.

Feelings

The analysis of emotions is also vital for both academic and employment-related domains. It may have assisted me in forming and comprehending my feelings about the encounter. With this assistance, individuals will understand my perspective and convey their thoughts to me. I have completed this session and determined that my skills linked to critical evaluations and understanding are crucial for everyone. It may have aided individuals in enhancing their performances in a large-scale exposure regarding the development of employable skills for my professional development (Tesh and Kautz, 2017). The present learning module has benefited me in achieving a higher improvement score by reflecting on my skills in summarizing, time management, and study organization. While attending classes on time management, I thought it essential to develop my personal and professional time management skills (Lim e al., 2019). In addition, workshops on summarizing and organizing research made me aware of the need for

paraphrasing, grammar, and linguistic proficiency. With their assistance, I may have attained real benefits in academic skills.

Moreover, in the future, while writing a job application, I will be sure to include relevant organisational terminology that demonstrates my expertise in the hiring field and the skills I need for professional development. However, I need to become more selective in the words, phrases, and overall tone I use to capture the attention of potential employers. I am keeping up with my classes might teach me how to string together a few sentences into a complete paragraph (Austin et al., 2020). If I had this guidance earlier, I could have been better able to organize my thoughts and write an essay using the appropriate terms. It could be of use to me as I work to craft a CV that is more likely to be read and considered. Because of this, I could boost my self-assurance by acquiring academic abilities in a logical progression made possible by the present studying program (Cooper and Shoolbred, 2019). My colleagues have also believed that this educational course is enabling me with the most successful methods for enhancing my academics and employability abilities with the support of increasing my existing skills.

Evaluation

This academic session has provided me with a wealth of helpful material that will help me become a better writer and analyst in the future. Additionally, my ability to manage my time effectively and effectively communicate with others is being improved to facilitate my professional advancement (Ping and Xiaochun, 2018). To better meet the demands of my academic and professional development, I have written down all I have learned so far. For each assignment I've been given, the one-on-one academic seminars have helped me establish a notion for creating time management strategies. According to Gibb's model, the ability to perform critical evaluations is critical to fully appreciating each study's significance (Ardian et al., 2019). Consequently, I could make a to-do list and track my progress toward accomplishing my goals more orderly. As a side benefit, evaluating my previous experiences and present accomplishments is beneficial when it comes to creating a strong CV (Sambell et al., 2020). Aside from the apparent use of improving communication within the group, evaluating a solution allows me to share my findings with others. If I am employed, I will be able to get feedback from others and write a report to demonstrate the improved public communication and time management skills I have developed as a result of my work on assessment skills training.

Analysis

Being able to participate fully in all the team activities is critical for the group learning module I am considering in this situation; I have enlisted the help of my peers and fellow students to understand my classroom experiences better. It is possible that I was able to keep the lines of communication open between the lessons I learnt and the real-world experiences I gained by

collecting and verifying the stories of my colleagues (Ghiasvand et al., 2017). My colleagues and I have discovered that working together on this analytical work has helped us better manage our schedules. Training has also taught me that developing analytical skills concerning a particular incident is critical for my comprehension and thinking processes in the current circumstance to be coordinated. These training sessions have allowed me to increase my strengths while minimizing my weaknesses by adopting and implementing effective tactics, note-taking skills, and communication with the obtained resources (Cooper and Shoolbred, 2019). Effective analytical abilities may have enabled me to conduct an integrated analysis of a particular scenario and to ensure that all of my peers could relate the findings to mine. It is crucial for teamwork since it establishes a single frequency for everyone to operate.

Action Plan

Objectives	Considerable Actions	Resources needed	Evaluation	Time Bound
Time management and self-control strategies that work	putting together a detailed plan and keeping one's attention on this plan throughout the process	Online publications and Lecturer notes	Reviewing academic assessments and lecturer comments	10/08/2022
Developing my ability to communicate in public and give oral presentations	Participating in various critical thinking practices to build links between my thoughts and the related situation to improve my oral presentation and public speaking.	Regular Practice using internet resources and the development of a conventional personality using the course notes as a guide	Examining the academic evaluations and feedback from the instructors	15/08/2022
The development of strong organisational, academic, and leadership skills	Putting together several different group sessions, attending seminars, and studying how to motivate others	Studying various materials available on the internet about the management of teams and the management of one's time, as well as reading	Examining the academic evaluations and feedback from the instructors	20/08/2022

books and periodicals, including articles on various leadership theories and success stories, are all excellent ways to acquire knowledge in these				
Developing summarising skills	Consists of taking the most significant ideas from the source material, transforming these ideas into a concise summary of the original document, and, most importantly, conveying these ideas in my words.	Literature evaluations on the capacity of teams to work together, drawn from various printed articles, online sources, and books, aim to improve the quality of the summary of the original publications.	Reviewing academic assessments and lecturer comments	25/08/2022

Conclusion

Reflection on a specific situation and demonstrating that from all aspects may have helped me get the most out of the analysis. So I may have to include time management and public communication as a factor in this analysis (Ardian et al., 2019). For example, if I am working on a group report, I may have to communicate all of my colleagues' results and mine to summarize them. As a student and a worker, I shall rely on the help of my classmates and co-workers. My critical analytical abilities need to be improved to effectively lead a team while ensuring that all areas of communication and time management are being maintained. Throughout the module, I have also learnt to use summarising and organising study techniques to demonstrate my communication ability. As a result of going through Gibb's reflective cycle, I now have a better understanding of the aspects that need to be considered when it comes to developing employability skills through the advancement of academic abilities. After completing this analysis, I have concluded that the Gibbs Reflective Cycle is an extremely useful tool for determining the procedure by which I explore critical thinking regarding a specific circumstance. As a result, I have also understood the gaps in my abilities regarding public communication, summarizing, organizing studies, and time management.

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