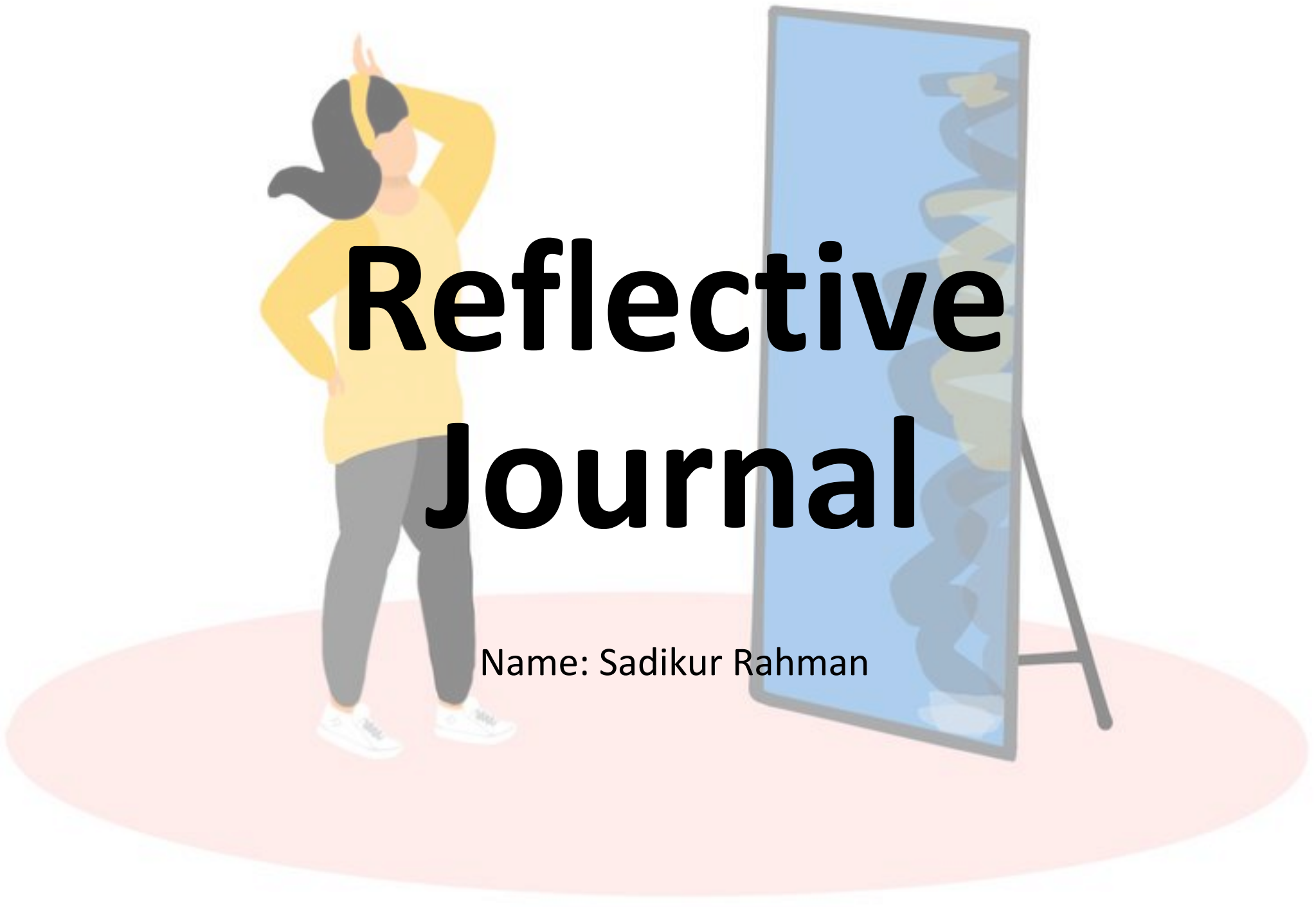
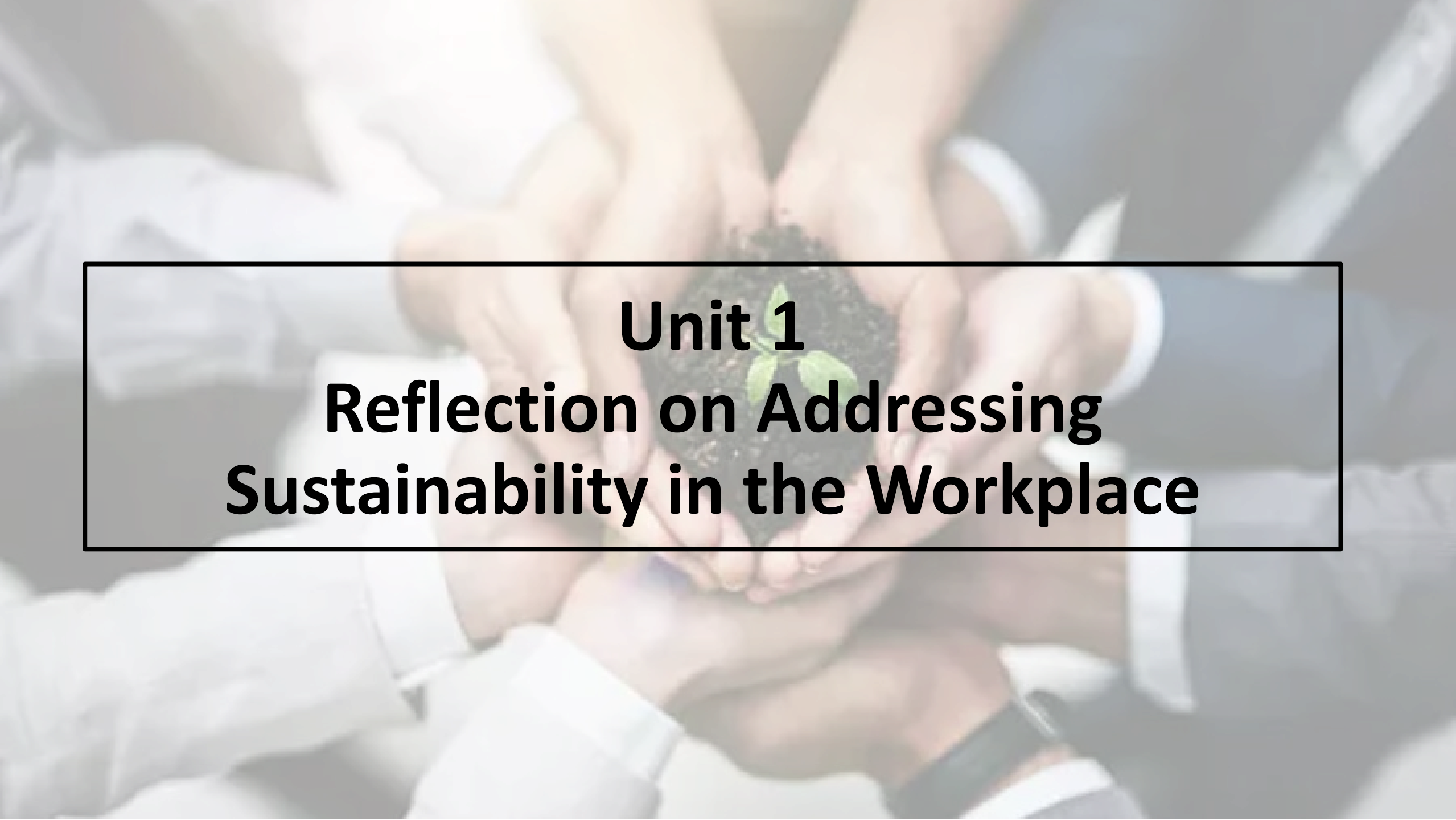




Reflective Journal

Name: Sadikur Rahman

A background image showing a group of hands from different people, all reaching up to hold a small globe of dark soil. A small green plant with two leaves is growing out of the top of the globe. The hands are of various skin tones and are wearing white shirts, suggesting a professional or corporate setting. The overall image is slightly faded and has a soft, ethereal quality.

Unit 1

Reflection on Addressing Sustainability in the Workplace

Introduction

- Sustainability has become a topic of universal discourse and a top priority in all spheres of life, from our daily rituals to international business [1].
- As a student pursuing a higher education certificate in Digital Skills, my understanding of sustainability has been greatly expanded.
- Using the information and skills I have learned in the Digital Skills course, I plan to use this reflective journal to look into and write about how I have utilised sustainability in my professional and personal life.

Addressing Sustainability

- I have taken courses in Cybersecurity Essentials, Software & Apps for Business, and Technical Skills Development, and now I am able to combine my understanding of these topics together into one application or design.
- My perspective on taking sustainable responsible acts has been affected by this synthesis of information [2].
- For instance, I have just begun to focus more on the impact of my internet behaviour on the environment. S
- ince data centres use a significant amount of energy and contribute to carbon emissions, I now realise how important it is to use digital resources as efficiently as possible.
- At my workplace, I have been able to implement procedures that make more efficient use of technology's power reserves.
- Such measures include promoting cloud-based server optimisation solutions and instituting dormant modes on office computers on a regular basis.

A hand holding a glowing digital sphere with a network of nodes and lines.

Unit 2

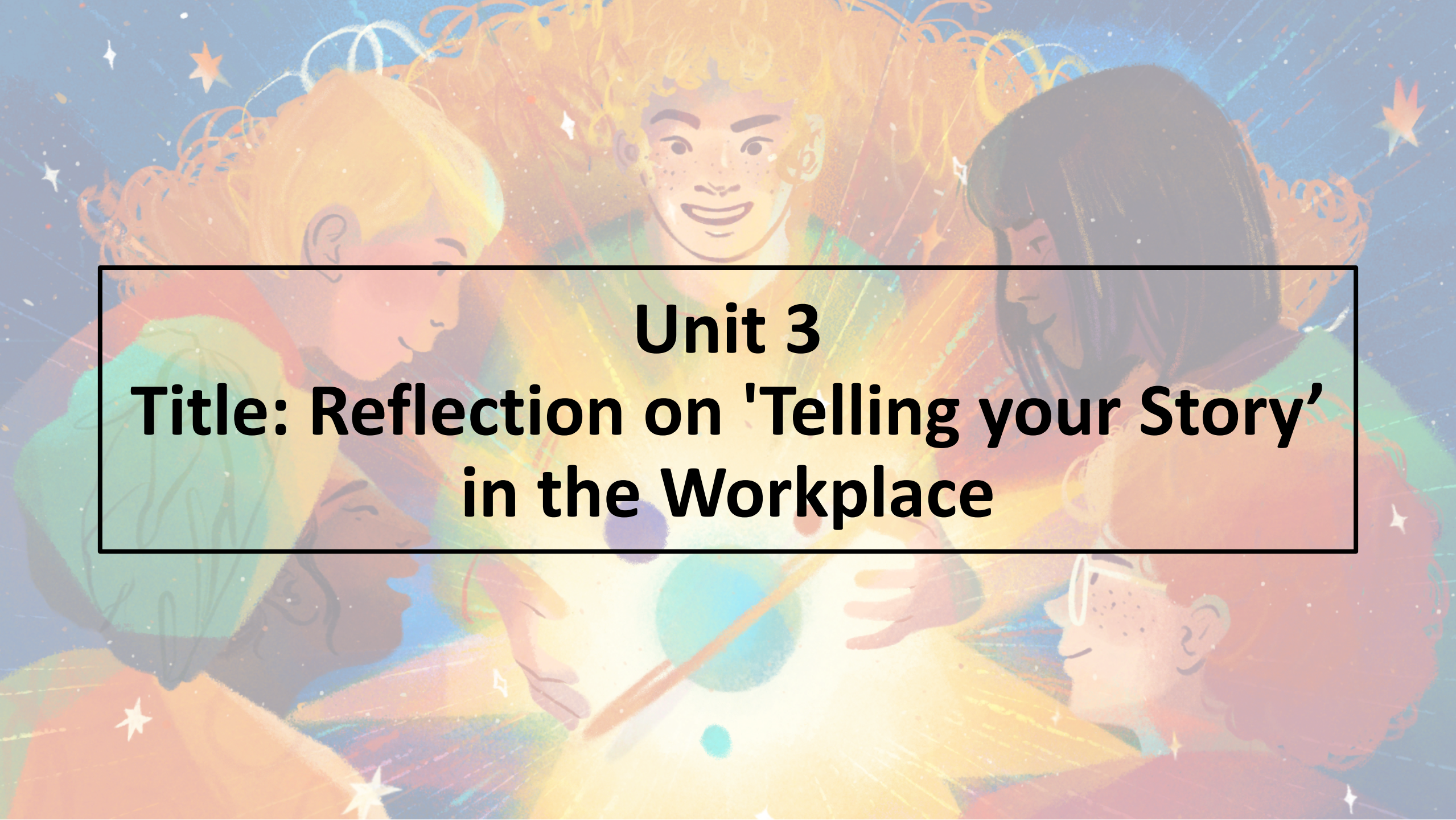
**Title: Reflections on Identifying New
Ideas in the Realm of Workplace
Digital Skills**

Introduction

- Within the realm of business, the capacity to consistently recognise and cultivate new ideas is a potent instrument that can propel ingenuity, cultivate expansion, and establish a competitive advantage [6].
- I have had the honour of taking part in the brainstorming process as a digital skills specialist who is also skilled at navigating the modern workplace.
- The current reflective journal aims to elaborate on my individual experiences, the challenges I have faced, and the subsequent impact of creative ideas in my professional environment.

Identifying New Ideas

- One of the main lessons of Skills Development in the Workplace was how important it is to encourage innovative thinking and new ideas.
- When trying to identify new ideas, these tasks have taught me that making a good environment is just as important as the concept itself. Cybersecurity professionals must constantly identify new ideas due to the constantly changing nature of cyber threats.
- In a professional setting, there are challenges in the process of identifying new ideas.
- An instance of this occurred when our team encountered a challenge pertaining to the management of the project [9].
- The current processes were ineffective, which led to delays and communication problems.
- I proposed a ground-breaking idea in response to the pressing need for creative solutions: developing a custom project management tool that is tailored to our particular workflow.
- Task distribution, tracking, and team communication have all significantly improved as a result of the installation of this system.



Unit 3

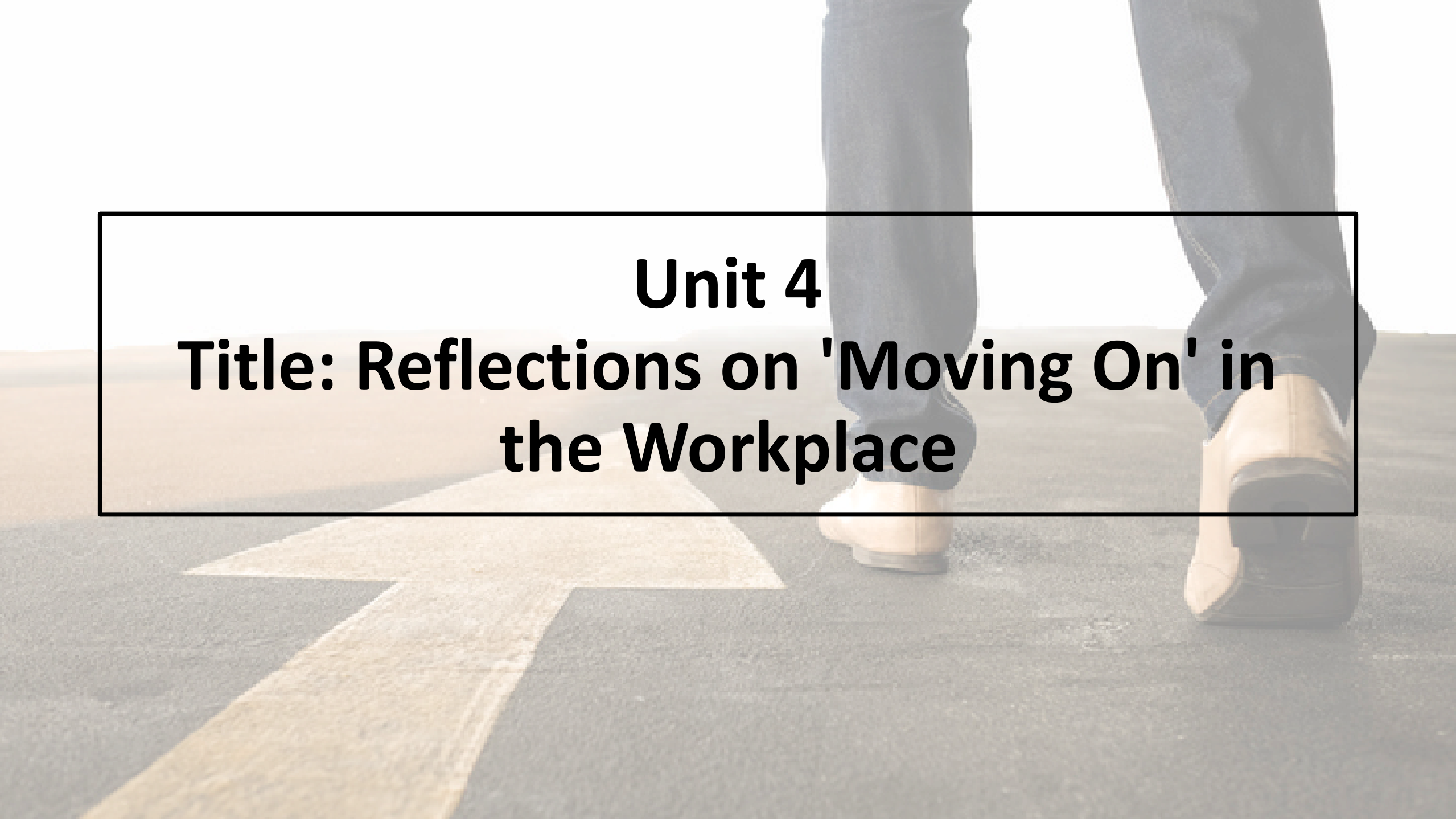
Title: Reflection on 'Telling your Story' in the Workplace

Introduction

- The potency of storytelling extends beyond the confines of literature and entertainment.
- Effective communication helps us understand, overcome differences, and take action in our professional lives. It facilitates understanding, bridges gaps and spread proactive measures [10].
- The phrase "Telling My Story" encapsulates the idea that personal experiences and narratives can affect professional interactions, outcomes, and growth in the workplace. It can build relationships, change things, and handle tough situations.
- As a digital professional, I have used personal narratives to build relationships, develop, and change.
- This significantly affected my work life and fostered new openings and relations. Sharing my personal story in the workplace has helped me achieve this.
- My personal experiences and storytelling's impact on my job are examined in this reflective journal.

Telling Your Story

- Story telling is a frequent component of everyday life style in a work place. It is utilised as a mode of communication to deliver thoughts and ideas.
- During the time when I was working in a digital workplace I have seen it an important tool in a number of ways as for ideas pitching, navigating or negotiating something or initiating new ideas.
- I once had the responsibility of educating the staff on the importance of online digital security as a part of the cybersecurity team. I resolved to personalise the narrative in light of the general indifference towards such practises.
- I described how a careless error resulted in a phishing attack on my personal email account and the resulting havoc it caused.
- This personal story not only captured the audience's attention but also drove home the message, thereby augmenting the cybersecurity awareness program's effectiveness.



Unit 4

Title: Reflections on 'Moving On' in the Workplace

Introduction

- In the professional environment, Moving On is a common phenomenon that is connected to a number of ideas and theories, including change management and career advancement.
- Modern work place is one of the best representation of constant change in any individual life [8].
- Moving On, switching teams, businesses, jobs, and responsibilities, has had a profound impact on my professional life.
- There are challenges, chances, growth, learning, ends, and new starts in the situation.
- This reflective journal looks at how I have grown as a professional and how important the effects of job changes or sometimes referred as job hopping are.

Moving On

- A common example of moving on is changing positions within the same company.
- At the start of my professional career, I was given an opportunity to move from a technical cybersecurity job to a leadership position within the same department.
- This is the "Forming" stage in Tuckman's (1965) Team Development Model, which is characterised by a mixture of excitement and trepidation due to unfamiliarity with one another or the nervousness of not knowing [9].
- This shift, in my opinion, represents an opportunity for personal growth and skill diversification, in accordance with the principles of lifelong learning and continual professional development.
- In my professional life, I have seen teams go through changes as another way to move forward. When a company restructures or a team member leaves, there can be a change in the way things work, which can be difficult.
- When several key team members left for other opportunities in the middle of a software development project I was leading, it was a brief setback. People saw this as a chance to share new points of view and skills.
- I helped the team see the change as a chance to move forward, which gave them a more positive view of it.

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