

ACADEMIC SKILL

Module code: 4LI011

Student name:

Student ID:

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Portfolio Task 1: Individual profile and reflection on your learning

1(a) Individual profile

My name is Richard Shaw and I am from London. I am pursuing my bachelor degree from a reputed university named University of Wolverhampton and I am a student of Arts, business and social sciences. I have completed my high school education from ABC academic school. Coming to my hobbies and interest, I am a nature lover and tree planting is my hobby, besides I have keen interest in business management and hence, I want to pursue my career in business management industry. Coming to my family background, my father is a successful business person and he is my inspiration and motivator. From my childhood, I have been watching my father struggling to set up the business and after a long period of struggling he is now successful. Talking about my strength, I am a self-motivated, honest, hardworking, punctual and trustworthy. Talking about my weakness, I have much emotion in mind which facing problem and less confident in my mind which becomes challenge for me. I have some opportunities such as I have strong family background from, I can get support in choosing career goals, good presentation skills and academic career which will help to reach to my objectives. I have already said that I have keen interest in business management so I want to be an operational manager of a business organisation where I can use my skills and knowledge and develop that business organisation. My university's class, tutor and learning style and other relevant matter are good but I have faced some challenges at first while learning about theories, presentation and report making as I have not much knowledge how to present ideas, concept and how to make good report. After a certain time, I have learnt about this matter now these skills are become my strength points in career development. I have also attached my photo in the appendix section.

1(b) Reflection on your learning

Before entering in the university or take admission in this course work, I have tried to continue self-study by taking a personal tutor. I have made some questionnaires to make a reflection report of my learning process. According to my previous questionnaires report, visual learning style is the best practice style for me which help me most to learn something. I have already mentioned that I have keen interest in business management since childhood so I loved to study various companies' history, new strategy, organisational structure and policy changing fact. I have searching those things in internet and also collect books from digital library and physical library. My tutor has guided me throughout the way to analyse an organisational report, help me to understand how to measure performance, what quality

requires to become a manager of an organisation and specially focus on leadership abilities, numerical skills, motivational abilities based on leadership and motivational theories and other business-related software and tools (Bager-Elsborg and Herrmann, 2019). Although I have not much knowledge about those but I have got that information which are important key factors in entering organisation.

There are different study skill theory and techniques such as study less with greater intensity, ineffective learning techniques, and high intensity study habits. My study skills packages involved finding time to study, getting organised to study, style of writing, sources of data information for study, effective reading critical reading strategies and planning for essay writings. My personal study approach will be in such a way which meet my needs of knowledge skills and identify for me what should do further. Study skill is a generic matter and when I study, I have to understand those theories, ideas, concept on the basis of the subject area. Study will increase my skills and at the same time practices are required to develop skills on that subject area (Hedberg, 2017). Sometimes, it is noticed that transferable study will be more effective to increase knowledge.

In order to analyse my self-reflection report there is required to analyse personal SWOT which helps to identify my strength, weakness, and opportunity and threats points (An and Carr, 2017).

STRENGTH	WEAKNESS
<ul style="list-style-type: none"> • I have strong family background in economically and socio-culture. • I have good presentation skills and communication skill. • I am pursuing my study in business management area which helps me. • I have good concept business management studies. • I can take my failure as a positive approach. • I have knowledge about marketing tools, search engine optimization and 	<ul style="list-style-type: none"> • I have less confidence while completing an operational works. • I have much emotion in my mind which affects in my work. • I have not good writing capability which effects on career. • In case of time management, I am not capable to manage time schedule.

other related software.	
OPPOURTUNITY	THREATS
<ul style="list-style-type: none"> • My attractive behaviour, attitude will be helpful in my career goal. • I am helpful, honest and trustworthy which help to reach in my dream job. • I have knowledge about leadership style, numerical skill. • Knowledge of risk management and strategy plan making process. 	<ul style="list-style-type: none"> • Recent competitive job market is the biggest threat in my career goals (Mirriahi <i>et al.</i> 2016). • I have no much experience in business operational works which is a threat for me. • In this job, I have to know different language and cultural activities which are not known to me. • Travelling any region or country for job purpose will be a threat for objectives.

Table 1: Personal SWOT Analysis

(Source: Created by researcher)

Portfolio Task 2: Reflection on group work

Belbin questionnaires can be defined as a behavioural test which is a self-perception inventory by identifying self-weakness and strengths points. According to Belbin there are nine different team roles such as implementer, shaper, co-ordinator, finisher, resource investigator, specialist role, team worker, plants role and monitor evaluator (Bednár and Ljudvigová, 2020). By following all these I have organise my activity in a proper way which is discussed. Firstly, I have determined all specific tasks require to complete and thought about the inventory task which requires to do daily. In the second steps, I have to organise those tasks according the priorities as after grouping the tasks from opening to close it will be easy for me to identify what should be done in this specific time. Check all the group task and rewrite those so that there is no work missed. Thirdly, I have been making set realistic timetable as there are many groups of tasks which require to complete within a specific time. I always think about the best to perform any task and this timetable will help to accomplish tasks. Always maintain the deadline of the task as I always give priority to the works and

activities. In my working hours, there are many potential distractions which speed down my works and activities but in order gain energy I drink coffee. Excessive drinking of coffee will be harmful for my health so, I have set break times turn off devices which may distract while doing my tasks (Twardochleb, 2017).

Team cohesion is a strong point which makes team stronger by extending interpersonal connection between existing team members. This interpersonal goal will enhance team working activities and motivates to achieve goals (Paul *et al.* 2016). My group has four main aspects such as dynamic, emotional, multidimensionality and instrumental basis. All the group members are emotionally attached with one another. My group's objectives and goals have changed over time which means it is dynamic in nature. All the team members are expert in different areas which makes the team functional and it is called multidimensional team. My team was always ready to do the task unitedly to reach the goals. We have also taken some strategies in order to develop team cohesion as it is known that team cohesion can make stronger group and enhance team working activities. The strategies are as follows:

- We have taken care to value everyone's contribution and for this we have chosen right members for this team and also ensure that every team member are participated in this group. This team experience has given me greater success as all team members are skilled in different areas and group leader has given value to each member's contribution.
- In order to increase cohesion, we empower team members through motivational speech and given responsibility of task (Espedalen, 2016).

Our group contains a few members which give better opportunity in face-to-face contact and effects high degree communications and interactions. It is observed that large group has many problems in reaching goals as power politics is increased in this case.

After getting success, I have learnt that in order success in any matter always need to focus the subjects where quires to reach. Getting success, I have never thought that I have acquired all skills and knowledge but I think there are many milestones which need to reach in life. While working for success, I have mistaken something and our tutor, group members have guided me but same mistake should not be repeated in life again. Moreover, I have also decided that if any condition I fail I shall take it in a positive mind and think failure is the key of success. Although, after getting success, I am realized what should do and what should not do in life and also make milestones for further improvement. It can be said that, in order to

achieve success, make small goals and reach those smoothly and these small goals will help to reach in a big goal which is our dream (Tawfik *et al.* 2018). Those small goals will help to identify our right and wrong and also understand different key factors to achieve success in career development goals.

Sometimes we get stuck with time on the path way to our goals but this question “What will I do differently next time” will help to find out the next step. This question will empower me to grow through challenges and by refusing waste of time and energy. I have planned what shall I do differently which are as follows:

- I shall try keep my mind cool and control my over emotional mind.
- I shall listen more carefully than talking which help me most.
- I shall change my routine and make an effective routine plan.
- I have clutter problem so I need to reduce the amount of clutter.

Portfolio Task 3: Reflection on performance and action planning for semester 2

3(a) Reflection on performance

In my first semester I have taken SMART goals which I have analysed before which guide me to plan best career objectives. These five SMART criteria are specific, measurable, attainable, and relevant and time bound. Specific goals will give me a clear visibility about objectives, by setting measurable goals I can measure my degree of success and how much I have achieved, attainable goals mean I make sure myself whether the goals can be reached or cannot possible in this time (Uskov *et al.* 2017). In order to achieve success in career, require to set relevant goal which is related to my interest and academic career and for this time bound is important.

Step	Mnemonic		Description
1.	S	Specific	In my first semester, I have determined that I shall clear all my doubts which I cannot understand in past days. In addition, I will learn leadership style, numerical skills, motivational theory and how to apply those theories in a business organisation and I have cleared these things from my tutor, group members and various academic journals.

2.	M	Measurable	While working on the basis of my objectives, I used to track my progress report how much I have reached to my objectives. In order to measure my progress, I have made a time frame which helps me to most.
3.	A	Action orientated	In order to reach my goal, I have studied from various business management related journal paper, study various companies' management style and discuss problems with group members to make me clear about all doubts.
4.	R	Realistic & Relevant	Within one year I shall complete those specific goals and also learn about innovative in this field and acquire more knowledge skill which help to make me specialist in this field.
5.	T	Time bound	I shall be completed my studies within next one and half years and apply for internship in any reputed organisation. After one year of internship, I shall apply for operational manager of a business organisation.

Table 2: SMART Goals

(Source: Created by researcher)

In the above section I have clearly discussed personal SWOT analysis where my strength, weakness, opportunity and threats (Pluchevckaya *et al.* 2017). As per my personal swot analysis, my weakness is discussed which need to turned into strength points. I have less confidence while completing an operational work and in order to improve I have to set my mind to complete and think that there is no doubt in achieving success in that task. I also have to make me strong from knowledge and skill which make me more confident while completing a job. I have much emotion in my mind which affects in my work, in this matter I have to realize that while completing job I should not look on any other things, in the workplace I am an employee and I have some duty, responsibility, these mind set will help me to control my emotional mind. I have not good writing capability which effects on career and in order to improve it I should see various writing style and write own academic project work which help me to be strong in writing capability (Aguilar *et al.* 2018). I am not capable

to manage time schedule, I have study how to manage time schedule and make own study time schedule and after internship I shall improve my time management capability.

3(b) action planning for semester 2

My action plans

NAME:		Student Number	
Covering the period form:		To:	

What do I want/need to learn	What will I do to achieve this	What resources/support will I need?	What will my success criteria be?	Target dates for review and completion
Motivational theory	I have to know how to enhance workflows by motivating employees and workers which will be helpful in completing any task.	Books, journal papers and tutor.	Focus on the matter and monitor progress.	10 th June, 2021
Writing capability	Good writing capability is required to describe business operational works by mail or message.	Books and academic project work.	Write own project work and analyse.	15 th October, 2021
Leadership style	Leadership style is the most important thing which helps to resolve any conflicts between	Books, journal papers and tutor.	Focus on the matter and monitor progress.	07 th September, 2022

	employees and run works smoothly (Bassot, 2019).			
Risk management in business	In any business, risk is present and I have to learn how to reduce that risk so that I can protect company from big problem.	Books, journal papers and tutor.	Focus on the matter and analysis.	5 th December, 2021

Table 3: Action plan

(Source: Created by researcher)

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