

Assessment Cover & Declaration

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Introduction

This course aligns my ambition for professional development with various detailed aspects in a professional business environment. I am currently studying Business and Management which is going to be reflected in this portfolio with the help of a critical analysis of my academic growth and skill development process. This report will also be going to explore my skill development process, responsibilities, and personal development process, as well as support services.

Programme Overview

My program module includes topics such as business environment discussion, academic study skills analysis, principles of marketing, and personal development process analysis. The business environment has improved my understanding of internal and external factors of businesses, along with changing market scenarios. Similarly, marketing analysis has provided me with information regarding the retention of customers as well as the improvement of market reach. The academic studies skills have also provided me with learning about distinctive styles of referencing as well as essay writing styles.

Academic Growth

One skill where I have struggled initially was the skill of referencing different projects in an accurate manner. I have made multiple errors in formatting styles as well as citations while learning referencing styles in this academic module. I have also attended workshops to learn Academy writing to improve my accuracy in referencing. This particular development has enhanced the quality of academic writing and confidence at this point (Cottrell, 2020). I have also used various online guides from the available library in order to increase my knowledge in this field. Now I have improved my ability to apply citation references in order to avoid plagiarism.

Responsibilities as a Business Student

As a business and management student, I have various responsibilities that include submitting assignments timely, attending lectures, and participating in group projects. Participation in group projects and the management of time a significant parts of student responsibilities because these practices increase discipline (Cottrell, 2019). I also have the responsibility to seek feedback and guidelines from tutors for the purpose of self-improvement. For being an effective student, ensuring academic integrity at the present timeline can also be considered as my key responsibility.

Extracurricular Engagement

I have worked part-time in the retail sector, which has been extremely helpful for me to develop teamwork skills as well as Customer service. I have also participated in an online business forum to analyse entrepreneurship as well as marketing trends. These activities have definitely supported my course learning as well as my career interests. The learning regarding time management and prioritising tasks has benefited me in improving my ability to manage multiple tasks together and finish them timely according to their deadlines.

Support Systems

I have used the academic skill centre for the purpose of referencing advice and writing support. Similarly, tutors have also offered me guidance through a one-on-one feedback system in order to provide briefings regarding my assignments. During the learning process, I have also observed extreme emotional support from my friends and family during my stressful times. These support systems have helped me to manage efficiently.

SMART and GROW Targets

With the help of the SMART and GROW models individually, I have set certain developmental goals in my life, which are going to be described in the following part.

SMART Goals

Specific: To increase my abilities in academic writing, such as referencing style learning and structure creation for assignments.

Measurable: In order to achieve at least 70% scores in all my assignments as a sign of having strong abilities in academic writing.

Achievable: Academic writing skills can be improved by attending at least three academic writing discussion-oriented workshops and webinars. I can also take feedback from my peers and tutors to understand my continuous growth in this particular field.

Relevant: The academic writing skill is extremely significant for an individual to portray different perspectives, such as both theoretical and statistical information regarding a particular topic in a transparent and academic manner (Lin and Morrison, 2021).

Time duration: In order to improve these particular skills, I need at least 6 months.

GROW Model

Goal: Improving academic writing skills for the purpose of achieving higher grades in academic life (Tremblay-Wragg *et al.*, 2021).

Reality: Presently, I receive around 50% scores in my writing exams and assignments due to my struggle with structure formation and referencing.

Options: Attending various writing workshops and using available library resources to meet feedback received from tutors can be significant options for me to increase my skills.

Will: Committing at least 4 hours per week to writing on different topics and using an advanced vocabulary can be a major way of increasing my writing skills.

Skill Table

<i>Skills</i>	<i>Areas of Improvement</i>	<i>Development Plan</i>
<i>Time management</i>	Completing tasks within the given deadline is needed at this point in time.	Utilisation of online time management planners such as Google Calendar and others. Additionally, the use of referencing tools and tutors' feedback.
<i>Academic writing</i>	The requirement of increasing clarity in referencing and writing.	Attending different webinars and practice workshops can be helpful here.
<i>Communication</i>	The necessary improvement of confidence during the time of presentation.	Trying to talk in front of the mirror to achieve self-development in communication skills. Increasing conversations with peers in the class. Record my class presentations and listen to them to correct mistakes in future presentations.
<i>Critical thinking</i>	The application of theological understanding and knowledge to real-life practice.	The utilisation of real-time case studies in in-class assignments. The application of analytical models such as PESTLE and SWOT.

Personal Action Plan

In order to support my professional and academic development, I have established the following action plan in this study:

Tasks and Their Timelines

- Weak 1-2: Attending professional referencing and writing workshops.
- Week 2-3: Setting up a weekly task arrangement planner as well as tracking deadlines of different assignments and tasks.

- Week 3-4: Practising the presentation skill with my other classmates and recording each and every presentation to reflect on my performance later.
- Week 4-6: The starting of application of theories in real-time situations as well as case studies. Similarly, learning the use of Gibbs' reflective cycle for the purpose of personal skill evaluation.

Resources

- The utilisation of Moodle for the purpose of workshop access as well as assignment brief visualisation.
- Using the library for the purpose of analysing referencing guides and academic journals.
- Using feedback from tutors to know their observations regarding my development and present condition.

Challenges

- The management of time while working on multiple assignments, along with part-time work, can be my major challenge here.
- Similarly, maintaining my motivation is another challenge during the time of stressful week of this learning module.

Strategies

- The application of personal development plan frameworks can be helpful for me.
- The reflection on my weekly improvements through the use of the Gibbs model.

Time Management Reflection

Before establishing my action plan for this particular study, I had clearly noticed that I was quite inconsistent in time management in my academic field as well as in my part-time job. I have often submitted my assignments late, and I have received poor remarks from my tutors regarding this practice. At that time, I definitely lacked the presence of a structured time schedule in my life, which could provide me with a direction to finish tasks on time. I have used digital tools to maintain my weekly or monthly schedule properly, which was definitely a mistake at that time on my end.

At the implementation of my personal action plan, I have successfully adopted different digital tools as well as new habits, which have improved my time management skills significantly. In addition, I have used the Mystudy life app and online weekly planner to track deadlines, assignment progress, and study sessions to attend to everything properly. I have also learned about prioritising projects based on their urgency factors after this particular learning experience.

Portfolio Reflection

Using my portfolio analysis has benefited me in making significant development, particularly in the areas of time management and academic writing skills improvement. Projects such as attending different webinars and workshops, setting weekly goals and using digital planners have worked really well for me to improve my skills in these two identified areas. Hence, the portfolio has been extremely helpful for me to reduce my stress level and increase my productivity over a period of time. On the contrary, not everything goes smoothly in this portfolio analysis process because there have been certain weeks when I have felt behind due to unexpected personnel responsibilities as well as part-time work responsibilities. During those stressful weeks, I was extremely disappointed as well as nervous regarding my underperformance. However, using Gibbs's reflecting cycle to reflect on my performance and to build a new development in the buffer period has been extremely helpful for me to cover the course properly.

Conclusion

This particular portfolio has provided me with the knowledge and understanding regarding my areas of development as well as my strengths at the present time. I have also improved various key skills, such as time management and academic writing skills during this process to feel more confident in the professional and personal domains. Similarly, I have also made progress in my life with this particular reflective style of portfolio by learning to use different planners for skill development.

Reference List

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