

SAMPLE OF REFLECTIVE JOURNAL

The first day began by introducing mentors Iliana Fredric and Landin Lancer, who together make the head team of the office. They tried to ease my tension down at first with a leery conversation, then talking about the tasks that awaited me in the following days in practice. Then the mentor took me to other departments to meet other employees and see what they are doing. The company is subdivided into teams working on projects of Internet-related clients. Teams involved in developing the product themselves consist of backend and frontend developers, and are assisted by a team of web designers. Then there is a sales team, a communication with clients, and the management of the entire electronic commerce and business process over the Internet.

My first task was to create a new account so I could get emails and track my tasks. I created an official mail account, a daily task scan tool, and an official Skype so I could communicate with the mentor and other colleagues more easily. The second day of practice began with a discussion on human resource management, the ways in which they work, and all the disadvantages they face and want to avoid. Office managers create a table for each employee and send them, and they must then fill in and cheat. After the returned tables, the missing data are added, then the tables are printed and manually added hours, followed by reports that forward the signature to the circulator. When the director returns the signed report, the same is carried on to the bookkeeping service in order to calculate the salary. The office manager's desire is to make this process more automated. Also, the problem is the distribution of holidays and sick leave. After explaining to me how they manage human potentials and that they do not like them in their system, i.e. what they would like, I began by researching tools that enable efficient human resources management. The Internet is full of tools that in one way or another provide different ways of managing human resources. By searching, I really encountered a large number of tools, and I briefly studied the characteristics and put a short



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David Hawkrige, Roland Kaye



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Postgraduate Research in Business Sarah Quinton, Teresa Smallbone, 2006-04-27 In Postgraduate Research in Business Sarah Quinton and Teresa Smallbone provide a vital introduction to the research process and the thinking and learning skills needed to successfully complete postgraduate research In step by step terms the authors detail the tools of the trade the practical and the intellectual skills that underpin the study of Business and Management from research skills and project planning to strategies for reading writing and presentation

Learning and Teaching for Business David Hawkrigge, Roland Kaye, 2003-12-16 This collection of best practice examples of business teaching should inspire and inform those involved in the improvement of teaching in higher education Assembled by the Learning and Teaching Support Network the examples are drawn from institutions throughout the UK including The Open University Sheffield Hallam City University St Andrews Brighton De Montfort Liverpool John Moores Glasgow Leeds Met and Plymouth Individual case studies focus on everything from the use of action learning resource based learning using technology and peer assessment to the development of a knowledge management system

Developing Skills for Business Leadership Gillian Watson, Stefanie Reissner, 2023-06-03 Split into the core areas of managing yourself and others transferable management skills and postgraduate study skills this is an ideal textbook for CIPD advanced level students and those on non CIPD business masters degrees Covering the theory and practice of the key topics needed for successful professional development and practice *Developing Skills for Business Leadership* includes content on interpersonal and communication skills managing information and projects in both academic and professional contexts change management decision making managing financial resources and data analysis This new edition has been fully updated throughout and now includes new material on on building and managing virtual teams remote and hybrid working arrangements resolving conflict organizational learning and development as well as working across diverse cultures and how to foster inclusion This book provides everything that students will need to manage teams in the workplace make sound and justifiable business decisions and effectively lead engage and influence others Chapters are supported by development zones examples case studies and pause for thought boxes to consolidate learning and help students with no prior business experience put the skills into context and see how they apply in the workplace Online resources include a student guide PowerPoint slides lecturer manual and downloadable templates

Demystifying Critical Reflection Namala Tilakaratna, Eszter Szenes, 2024-01-24 Drawing on Legitimation Code Theory LCT this volume reveals the knowledge practices and language of critical reflection in a range of different subjects making clear how it can be taught and learned Critical thinking is widely held to be a key attribute required for successfully living learning and earning in modern societies Universities now list critical thinking as a key graduate quality and use critical reflection as a way of teaching students how to become reflective and ethical professionals Yet what critical reflection actually involves remains vague in research teaching practice and assessment Studies draw on LCT a fast growing

framework for revealing the knowledge practices that enable educational success and the individual chapters focus on a diverse range of contexts across the disciplinary map including education science arts sociology and nursing The book further connects research and practice by presenting in depth analyses of critical reflection and providing practical insights into how LCT can be used to design pedagogic interventions The book offers a rich resource for both scholars and teachers who want to demystify critical reflection and prepare university students for the modern workplace

Business of Childcare Karen Kearns,2010-06-30 Introduces students to the business side of planning supervising and co ordinating the day to day operation of a children s service This text supports delivery of the Diploma of Children s Services WORKING IN CHILDREN S SERVICES SERIES Each of the books in the award winning Working in Children s Services Series has been written to assist students in attaining the skills and knowledge required to achieve a Children s Services qualification With its easy to read style and engaging full colour presentation this series is an excellent resource for students

Action Research for Business, Nonprofit, and Public Administration E. Alana James,Tracesea Slater,Alan Bucknam,2012 Action Research for Business Nonprofit and Public Administration covers the background process and tools needed to introduce and guide you through to a successful action research AR project Included are how to successfully initiate plan and complete AR within all types of organizations while focused on business nonprofit and public administration Graphic organizers and a modular sequence of topics help you manage the steps involved in AR practice A protocol for weekly report writing informed consent documentation and clear guidelines for final analyses and report writing give graduate students the efficient format they need This book teaches theory by interweaving discussion of the major content areas and stories of student success with the concepts that impact practice

Communication for Business and the Professions: Strategie s and Skills Judith Dwyer,2012-10-15 The comprehensive how to guide to preparing students for the demands they ll face on the job Dwyer thoroughly addresses the new media skills that employees are expected to have in today s business environment Now titled Communication for Business and the Professions Strategies and Skills the fifth edition presents these technologies in the context of proven communication strategies and essential business English skills With new and updated content on social media and technology Dwyer provides comprehensive coverage of communication strategies and skills by linking theory and research with practical skills and examples Dwyer believes in expanding our knowledge of what we can do to interact effectively and provides us with working models to practise and refine how well we do it This edition continues to provide a solid background in communication stimulate critical thinking and promote active learning through a variety of features and activities

Codevelopment Action Learning for Business Maxime Paquet,Nathalie Sabourin,Nathalie Lafranchise,Ron Cheshire,2024-04-04 Workplaces where the focus is on innovation teamwork and learning have become a reality thanks to a simple practical and effective approach called CAL Codevelopment Action Learning This book will help you to create a collaborative and empowering culture in your organization The CAL method tools and theoretical foundations for each

component are presented in detail here Real case studies and research findings on the tangible benefits and impacts of the approach enrich its content Authored by a dynamic team of CAL business coaches and academics the knowledge is shared in a straightforward and accessible manner Business leaders entrepreneurs human resources and learning professionals coaches facilitators scholar practitioners and more will welcome this book s thought provoking guidance to co create solutions accelerate goals and grow capabilities for the 21st century Skills for Business and Management Martin Sedgley,2020-04-15 This book provides practical guidance and strategies to help students make a successful transition to university and unlock their academic potential Chapters are organised around five essential skills for success time management academic reading academic writing and group work all of which are underpinned by independent learning Students will learn how to demonstrate critical analysis in their writing overcome challenges in group projects and deliver presentations with confidence and focus In bringing together academic and employability skills readers are encouraged to make connections between the skills they have developed inside and outside the classroom and to start the process of personal development planning sooner rather than later Packed with activities pause for thought reflective tasks student insights and model assignments Skills for Business and Management is an essential resource for undergraduates and postgraduates on any business and management course It is also ideal for those studying relating fields such as accounting finance human resource management hospitality marketing and tourism management Business Coaching for Managers and Organizations David Gray,2010 Youre ready to select hire and work with a professional coach But there are so many types of coaches And thousands of people provide coaching services How do you navigate your way through the jungle Start with Business Coaching for Managers and Organizations Whether youre a manager or HR professional this guide will help you find and work with the right business coach to benefit both individual managers and your organization as a whole

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