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# REFLECTIVE JOURNAL

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STUDENT NAME: K.D.MALSHA KAVINI RANASINGHE

STUDENT NUMBER: IT17057820

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# INTRODUCTION

## 1.1 Journal Overview

The journal writing presents our experiences of day to day life. Journal writing improves the ability of writing, thinking power, and searching information. Through these lectures give us how we achieve industrial field and challengers of which we have to face our day today life.

Any one must study these modules to get experiences, qualification and to be a professional person.



# JOURNAL TOPIC 1

## INDUSTRY AWARENESS



### 2.1 Summary

Industry Awareness is the ability to understand what makes a business or organization successful, through either buying or selling products or supplying services to a market. Through this lecture we learnt the gap among the student and industry. And also about the industry training.

### 2.2 Learning Outcome

- Understand your current position
- Understand where you want to reach
- Identify how to achieve the destination you want to go
- Introduction to Industry Training
- More information on what the industry is about

The most interesting area is how to achieve the destination you want to go. And how reach to goal.

### 2.3 Application of the area covered

Through this lecture mostly discuss about gap among student and industry. I'm a IT undergraduate student and completed 2rd year of the degree. As the student I can get idea about what the position now I am in and where I want to reach. Now I know how to achieve my goal.my degree is related to IT. So, I should select industry training in the IT field. First, I should get a clear understanding of my job description and to work there. How can I intern in this job? What are types of industry Training. Some of them are

Intern – Software Engineering

Intern – Software Quality Assurance / software Quality Control/ QA Analyst

Intern – business Analysis etc.

In this lecture we can learn how to industry training help me? And also all the area about industry training.

## General Websites

- [www.skillsyouneed.com – Developing Industry Awareness](http://www.skillsyouneed.com – Developing Industry Awareness)

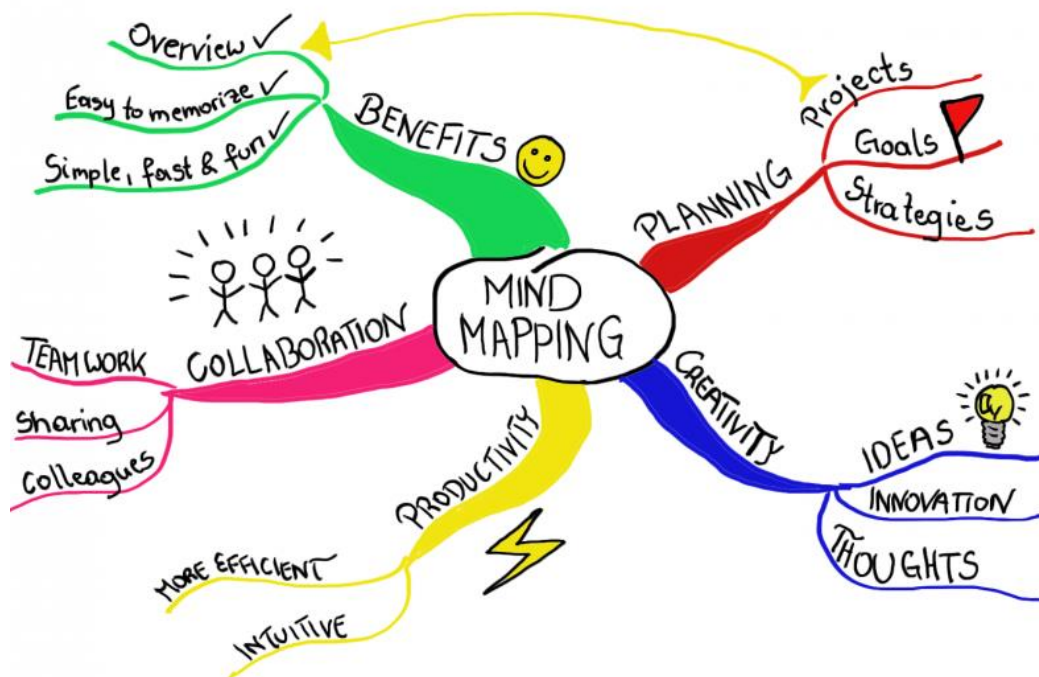


- **Special Services for Special Customers:** According to the types and requirements of customers, having a well-defined strategy is important for success. For example, your strategy will vary if you wish to cater to only B2B clients or B2C clients as well. Similarly, needs of the customers in the academic field will be different than those in the nonacademic field.

USA | Japan | Brazil | Taiwan

## JOURNAL TOPIC 2 AND TOPIC 3

### PREPARATION OF RESUME



### 3.1 Summary

In this lecture we can learn about Mind Mapping & how to maximize our brain's potential. And also how to prepare the CV using Mind Map. Mind map is effective method of taking notes. This way is most suitable for the ideas are linked together in a way that makes it easy to understand and remember.

### 3.2 Learning Outcome

- What is the Mind Map?
- How to create a CV using Mind Map?
- 7 steps are creating Mind Map

The most interesting area is how create Mind Map in 7 steps? It can create gathering words, pictures, numbers, lines, symbols etc.



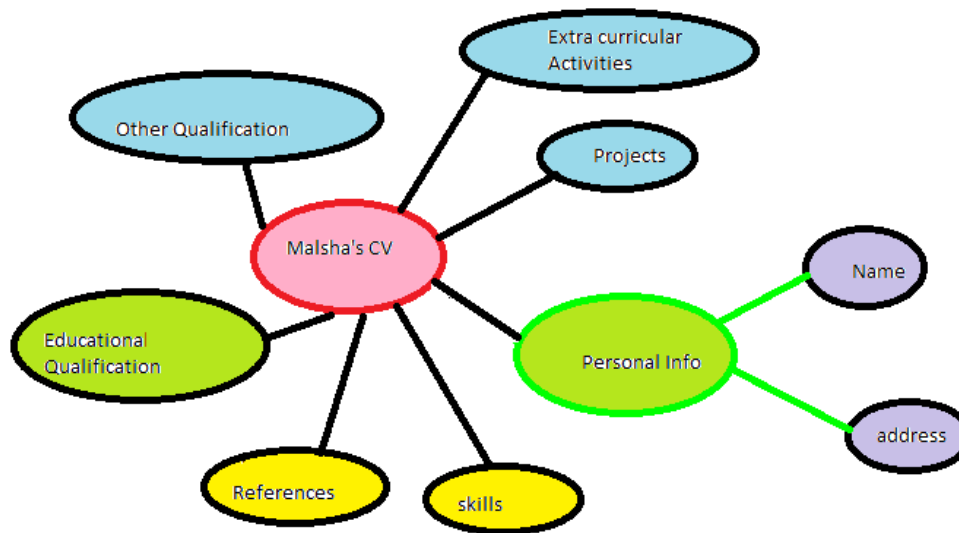
### 3.3 Application of the area covered

In this lecture we can learn about Mind Map and How to maximize our brain's potential. This is the effective method of taking notes. **Mind Mapping** is the way of creating pictures that show ideas in the same way that we are represented in our brain. We can create Mind map using lines, arrows, words, pictures, numbers etc.

As the IT student we have to do intern during the period of degree. We want create CV to apply intern. Mind map is very useful to create it easily. We can get together all details what we want to put in CV.

And also we can use Mind Map for tuff schedule of the industry field. By it we can divide task among the workers for easy. These days we have lots of projects, assignments and final exams. So, I know to create Mind Map and I can divide my works easy way from Mind Map. We learn this lecture all area of the Mind Map and how useful it in our life also.

#### ESD LECTURE ACTIVITY



## Benefits and Users

I think I already gave away the benefits of mind mapping and why mind maps work. Basically, mind mapping avoids dull, linear thinking, jogging your creativity and making note taking fun again.

But what can we use mind maps for?

- Note taking
- Brainstorming (individually or in groups)
- Problem solving
- Studying and memorization
- Planning
- Researching and consolidating information from multiple sources
- Presenting information
- Gaining insight on complex subjects
- Jogging your creativity

It is hard to make justice to the number of uses mind maps can have – the truth is that they can help clarify your thinking in pretty much anything, in many different contexts: personal, family, educational or business. Planning your day or planning your life, summarizing a book, launching a project, planning and creating presentations, writing blog posts -well, you get the idea – anything, really.

## General Websites

- [litemind.com-Mind Mapping](http://litemind.com-Mind Mapping)



## JOURNAL TOPIC 4

### COMMUNICATION-ICE BREAKER

#### 4.1Summary

An icebreaker is a facilitation exercise intended to help members of a group begin the process of forming themselves into a team. Icebreakers are commonly presented as a game to "warm up" the group by helping the members to get to know each other. They often focus on sharing personal information such as names, hobbies, etc.

#### General Websites

- [en.wikipedia.org/wiki/Icebreaker\\_\(facilitation\)](https://en.wikipedia.org/wiki/Icebreaker_(facilitation))

## JOURNAL TOPIC 5

### INTERVIEWING

#### 5.1 Summary

This lecture gives us to knowledge about how to advance preparation for interview and how to face interview.

#### 5.2 Learning Outcome

5 main tips are advance preparation

Step1: Understand your self

Step2: Create your Personal profile

Step3: Know the position

Step4: know the organization

Step5: General Tips

#### 5.3 Application of the area covered

In this lecture we learnt about how advance preparation for interview and how to face interview. As the 2<sup>nd</sup> year students, now we want to go intern in any other company. We have face so many interview for select the job. So, we should have a good practise face to the interview. In this lecture give us 5 main tips for the preparation to it.

First, **Understanding Your Self** we should take an inventory about our attributes. Some of them are,

- Education
- Experience, both paid or unpaid
- Skills and competencies
- Work ethics
- Values etc.

These are we should know about very well.

Second, **Create Your Personal Profile** we should create a professional resume. Including this attributes,

- positive spin on our career history
- create a powerful, component and experienced image by using action words to describe ourselves and our accomplishments.

- Give ourselves all credit we deserve
- Be totally Honest.

Because, Interviewers ask these questions about these attributes we should know about well.

### Third, **Know the Position**

It means we should understand about what the position we are in now & suit for the position in we are in applying the job. And also we should know these things,

- Duties of the position
- Location
- Benefits
- Work schedules etc.

Forth, **Know the Organization** we should know about the organization of the interview which we are going to appear for. We can search the information of the organization from these,

- Organization's website
- Search engines like Google or Hoovers
- College placement office
- Networking
- Library and newspaper archives etc.

And the Fifth one is **General Tips** before going to the interview we should know about common things. Some are,

- Map your route to the interview site so you're not late.
- Refer to your achievements often before your interview date, so they're fresh in your mind.

As these main tips we can get a chance to do intern any other company as we wish. And through this lecture we could learnt the way of behave when the interview is being going on.



## JOURNAL TOPIC 6

### EQ AND LEADERSHIP

#### 6.1 Summary

In this lecture we learnt what is the EQ and Leadership. Emotional Intelligence, popularity referred to as EI or Emotional Quotient(EQ) has become a prolific topic within corporate Leadership development.

#### 6.2 Learning Outcome

- What is EQ and Leadership
- 5 elements of emotional intelligence / EQ
- How to develop emotional intelligence / EQ

#### 6.3 Application of the area covered

##### Understanding the Five Categories of Emotional Intelligence (EQ)

**1. Self-awareness.** The ability to recognize an emotion as it “happens” is the key to your EQ. Developing self-awareness requires tuning in to your true feelings. If you evaluate your emotions, you can manage them. The major elements of self-awareness are:

- Emotional awareness. Your ability to recognize your own emotions and their effects.
- Self-confidence. Sureness about your self-worth and capabilities.

**2. Self-regulation.** You often have little control over when you experience emotions. You can, however, have some say in how long an emotion will last by using a number of techniques to alleviate negative emotions such as anger, [anxiety](#) or [depression](#). A few of these techniques include recasting a situation in a more positive light, taking a long walk and meditation or prayer. Self-regulation involves

- Self-control. Managing disruptive impulses.
- Trustworthiness. Maintaining standards of honesty and integrity.
- Conscientiousness. Taking responsibility for your own performance.
- Adaptability. Handling change with flexibility.
- Innovation. Being open to new ideas.

**3. Motivation.** To motivate yourself for any achievement requires clear goals and a positive attitude. Although you may have a predisposition to either a positive or a negative attitude, you can with effort and practice learn to think more positively. If you catch negative thoughts as they occur, you can reframe them in more positive terms — which will help you achieve your goals. Motivation is made up of:

- Achievement drive. Your constant striving to improve or to meet a standard of excellence.
- Commitment. Aligning with the goals of the group or organization.
- Initiative. Ready yourself to act on opportunities.
- Optimism. Pursuing goals persistently despite obstacles and setbacks.

**4. Empathy.** The ability to recognize how people feel is important to success in your life and career. The more skillful you are at discerning the feelings behind others' signals the better you can control the signals you send them. An empathetic person excels at:

- Service orientation. Anticipating, recognizing and meeting clients' needs.
- Developing others. Sensing what others need to progress and bolstering their abilities.
- Leveraging diversity. Cultivating opportunities through diverse people.
- Political awareness. Reading a group's emotional currents and power relationships.
- Understanding others. Discerning the feelings behind the needs and wants of others.

**5. Social skills.** The development of good interpersonal skills is tantamount to success in your life and career. In today's always-connected world, everyone has immediate access to technical knowledge. Thus, "people skills" are even more important now because you must possess a high EQ to better understand, empathize and negotiate with others in a global economy. Among the most useful skills are:

- Influence. Wielding effective persuasion tactics.
- Communication. Sending clear messages.
- Leadership. Inspiring and guiding groups and people.
- Change catalyst. Initiating or managing change.

## General Websites

- [psychcentral.com](https://psychcentral.com)- Emotional Intelligence

## CONCLUSION

This reflective journal writing has helped me deepen my quality of learning, in the form of critical thinking, understanding my own learning process, better writing skills. This intensive method of learning which I have learnt from this module, I believe will go a long way into making me a better future.

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