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| Logos - London Metropolitan University  **LONDON METROPOLITAN UNIVERSITY**  **PROFESSIONAL WORK PLACEMENT**  **LEARNING LOG**  **YOUR ID:** 21049472  **YOUR NAME:** Abhishek shrestha  **YOUR COURSE:**  **YOUR WRL TUTOR:** Umesh Nepal / Prajwal Poudel Chhetri  **PLACE OF WORK (Company Name):** Evakon Tech Pvt Ltd ( Currently known as Protozoa Host Pvt Ltd)  DATES OF ENTRIES IN LEARNING LOG:   |  |  |  |  | | --- | --- | --- | --- | | Log Index | Start Date | End Date | Company Supervisor Signature | | Log 1 | 17 July, 2023 | 24 July, 2023 |  | | Log 2 |  |  |  | | Log 3 |  |  |  | | Log 4 |  |  |  | | Log 5 |  |  |  | | Log 6 |  |  |  | | Log 7 |  |  |  | |

LEARNING LOG 1

# For the period 17 July 2023 (start date) to 24 July 2023 (end-date)

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| **What have I done? (relate tasks to Learning Outcomes)**  **(LO7) - Develop communication and collaboration skills with team members.**  During the initial days of my placement, I was briefed about the tools that were used for communication (slack, WhatsApp group, lanceme up) as well as the rules of companies. This gave me a chance to communicate with my supervisors and teams. I introduced myself to the team members and got to know them. This helped to improve my communication and collaboration skills.  **(LO1) - To get a good understanding of react development.**  In my first week, I was assigned to make presentation a slide on react development followed by a to-do application. These tasks refreshed my fundamentals of React such as components, state management, JSX syntax, and hooks. These tasks directly contributed to my goal of achieving a good understanding of React (LO1).  **(LO2) - Boost my knowledge of JavaScript and its core concepts.**  The development of a to-do application also refreshed my JavaScript fundamentals as this project included functionality such as data persistence using local storage and creating dynamic UI (CRUD) using react components. While developing these features, I learned more about ES6+ syntax such as array manipulation methods, arrow functions, and destructing. These concepts are very important to make dynamic and scalable web applications using React Js.  **(LO8) - Improve public speaking and presentation skills.**  One of the important tasks was to present the slides to the team members. This task was quite important to develop my public speaking and presentation skills. Being in a new environment, I was a bit nervous while giving presentations. After all, the presentation went well. This experience taught me how to demonstrate the learnings in front of people with clarity and communicate effectively. |
| **What I did well (refer to skills used)**  **(LO7) - Develop communication and collaboration skills with team members.**  Even though I am not an extrovert and am bad at socializing with people, I communicated with my team members and supervisors with confidence. If I had any questions, I was asking straight away to supervisors without any hesitation. Also, I was contributing ideas during discussions with my team members, which helped to develop good bonds with them.  **(LO8) - Improve public speaking and presentation skills.**  The first week was very productive in terms of soft skills. The presentation went very well than I had expected. I demonstrated my learnings on react development and engaged the supervisors and team members with clarity. I received positive feedback from supervisors. This really boosted my confidence. |
| **What I could improve on (i.e. skills I want to improve)**  **(LO1) - To get a good understanding of react development.**  It was a good start with revising the fundamentals of React JS. But it is not enough as the technologies keep changing. I found that I needed to go deeper into its more advanced topics such as hooks, routing, authorizations, and best practices. Also, I was using SCSS for styling. The supervisor told me to learn the tailwind CSS. I will be able to develop more efficient, maintainable, and scalable React applications.  **(LO2) - Boost my knowledge of JavaScript and its core concepts.**  As my primary programming language is JavaScript the tech stack I chose requires a very strong understanding of JavaScript. Within the first week, I had recalled the fundamentals which was not enough. I need to explore the topics like asynchronous, async/await, JavaScript objects, and JSON. These concepts are very important and very crucial for handling API calls and asynchronous operations in React applications. |
| **Action I can take to improve my skills and learning (make these “SMART”):**  **Develop**  Goal :  Action :  Timing |

**GUIDELINES FOR COMPLETING YOUR LEARNING LOG**

**Purpose of Learning Log**

Your Learning Log involves recording what you’ve done during your work placement and encourages you to carry out self-assessment and reflection on how effectively you’ve performed tasks.

It will help you to monitor your progress in working towards your learning outcomes and to identify skills you’ve used and developed during the placement. You should attach a copy of your Learning Agreement and the Skills Audit to the Learning Log.

Along with a written report, the Learning Log will form part of the assessment for the module. For some courses, you will also deliver an oral presentation. In such cases, the Learning Log will help you in preparing these by reminding you of task you were involved with and what you learned from them.

**When to complete the Learning Log**

You should complete it and email a weekly log to your academic tutor.

**How to complete the Learning Log**

What have I done? (relate tasks to Learning Outcomes)

Against each task you record, you should show which learning outcome (LO) it relates to. It isn’t necessary to write out the whole LO. Referring to your Learning Agreement, number each Learning Outcome consecutively (LO1, LO2, LO3, etc). You can then use the numbering to identify the relevant LO in your Learning Log e.g. Met with the Head of Human Resources to find out about the organisational structure and the remit and functions of different departments (LO3).

What I did well (refer to skills)

Look at the skills audit you completed during your PWP Induction Workshop and use these as prompts for the possible skills you may be developing on your work placement.

Note down things you feel went well and what you did to achieve this. This means that, in addition to saying what you think you did well, you also need to say **why** it went well – what was it that you did to secure a positive result?

**Example:**

Communication and interpersonal – in asking the Head of HR for a meeting, I introduced myself and was clear about what I wanted to know. I took detailed notes of the meeting and wrote them up into a summary immediately after the meeting whilst the information was fresh in my mind.

What I could improve on (i.e. skills I want to improve)

Here, try to identify any tasks you feel you might have done better or where you felt uncertain or unconfident about something. Again, you may find it helpful to think of this in terms of skills, so use your skills audit for ideas.

**Example**:

“Initiative and problem-solving – I sometimes lack confidence about approaching people I haven’t met before. As a result, I put off doing some things like arranging a meeting and this can then cause problems with meeting deadlines”.

Action I can take to improve my skills and learning (make these “SMART”)

In this section and using your reflection so far, set yourself goals for the coming period (e.g. for the next week). These are likely to be about tasks which relate directly to one of your Learning Outcomes and/or which address skills you want to improve.

Make them SMART (specific, measurable, achievable, realistic and time-bound) as this will help you to clearly identify your actions and goals for the next period.

**Example:**

Following on from the example above:

“To improve my confidence in approaching people, I’ll plan in advance what I want to say and write out a short script for myself. I’ll do this first thing next Monday (give date).

To make sure I don’t miss deadlines, I’ll work out and write down a schedule of what I need to do by when and then I’ll use this to identify tasks and what I need to achieve on a daily basis. I’ll have the schedule completed by the end of Monday next week (give date)”.

Or, you might prefer to separate out the stages and write in note form, for example,

Goal - to improve my confidence in approaching people

Action - plan in advance what I want to say; write a script

Timing - first thing Monday (give date).