Date: 1st October – 7th October (Week 1)

**Weekly activity - The Diamond 9**

SAP TERP10 Qualification

Immediate Family

Job: IT Consultant

Health

Wealth

Charitable

A meaningful employee in a respected firm

A successful employee in a respected firm

Z4

Property on mortgage

Carrying out the above activity has made me realize that some of my dreams and ambitions are more important to me in reality while some are not as important as I thought they were. For example, when socializing with family and friends, I assume and often state the importance of purchasing my car after I graduate. It is only when I done the above, I realized it comes quite later in my list of priorities. I also done a lot of changing after I initially created the diamond as my thought process defined the actual importance of each deliverable and the meaning it would have to me personally if it were to come true in reality. I am certain that the order of the above will change as time goes by, and it is possible for one of the things at the bottom of the list to make its way to the top.

Date: 8th October – 14th October (Week 2)

**Weekly activity - Assessing your time management skills**

(Pages 24 & 25 of ‘How to win as a final year student’)

✓= Already putting into practice

✪= Need to improve

✪✪= Can make big difference to time management

- Distinguish between what’s important and what’s urgent ✪✪

- Make yourself ‘to-do-lists’ ✓

- Use the FIRST 10% of available time ✪✪

- Ration your time according to the learning pay-off ✪

- Try to do ALL of your coursework tasks reasonably well ✓

- Match effort to potential reward ✓

- Don’t expect to study for 24 hours a day, seven days a week ✓

- Don’t overestimate what you can do in a whole clear day ✪✪

- Manage your distractions ✪

**Personal Action Plan**

* I would love to have obtained a 1st class classification but I would rather not aim so high and be disappointed so, I am currently aiming for a 2:1 classification.
* One studying habit that I must change if I want to achieve the best I can, is improving my time management skills significantly.
* I am planning to change this by integrating all the above points, especially those that I have not done so already.
* I have decided to stay behind at university after lectures, in a quiet study place such as the library, and complete work that is on my to-do list (taking a break in between of course).
* Two ways to increase my learning pay-off: 1. Making own notes in lectures as oppose to copying from the slideshow, 2. Making a list of questions that I must try to answer until the next lecture for that particular module.
* 2 time management tactics: 1. To segregate the urgent from the important, 2. Using the FIRST 10% of time to study.
* An adjustment to lectures and seminars: Participate in class and ask at least one question from what I don’t understand.

|  |  |  |  |
| --- | --- | --- | --- |
| ***About stress, and reactions to the causes of stress: Only tick one column for each factor listed below:*** | ***This is me!*** | ***This is a bit like me*** | ***This isn’t at all like me*** |
| I simply feel very stressed right now |  | ★ |  |
| I’m frightened that I may now be stressed |  | ★ |  |
| I’m afraid that I may become stressed during my final year | ★ |  |  |
| I don’t know what will happen to me if I get stressed |  | ★ |  |
| I can’t sleep at night | ★ |  |  |
| My heart rate is often abnormally raised |  |  | ★ |
| I often suffer from dizziness |  |  | ★ |
| I have frequent headaches |  |  | ★ |
| My vision is blurred for no reason |  |  | ★ |
| My neck and shoulders ache continuously |  | ★ |  |
| I frequently have skin rashes |  | ★ |  |
| My resistance to infection seems very low |  |  | ★ |
| I know I am far too irritable | ★ |  |  |
| I am smoking a lot | ★ |  |  |
| I could be drinking too much alcohol |  |  | ★ |
| I just don’t seem to be able to concentrate |  | ★ |  |
| I often get very strung up by everyday routine situations |  | ★ |  |
| I simply haven’t got time for everything |  |  | ★ |
| There’s too much going on around me | ★ |  |  |
| I really don’t think I’m up to this final year |  |  | ★ |
| There’s too much going on in my life in general just now |  | ★ |  |
| It’s not me, its’ all those around me that stress me out |  |  | ★ |
| **Total Stress Point** | **15** | **8** | **0** |
|  | **23** |

Regarding my stress levels, from the above, I have learnt that I know exactly where the cause for concern is and in most cases, I also know the solution to overcome a specific stress. However, analyzing and finding a solution is usually not enough to decrease overall stress levels. It is equally important to implement the solution and then review whether it has been useful in reducing stress. For example, assessing my mood at some point in the future, and measure the difference in concentration levels or productivity.

Date: 15th October – 21st October (Week 3)

* **Was your worst nightmare about your final year real or imaginary?**

I would love to answer this question in a really cliché, film-like manner and say I had a nightmare about my lecturers being witches or something alike but unfortunately this was not the case. As boring as this may seem, I am quite a relaxed person and hardly have nightmares, especially none that relate to uni (I have the odd ones where I see rats in my house trying to eat me or where Im drowning even though I know how to swim and I cant seem to scream for help– but this is because I had seen a movie the night before). I am quite a relaxed person but the only thing that had me worried was whether I would be able to cope with the deadlines and exams thrown at me. I have an older sister than managed to score a first at City University in a similar degree to mine, so I have quite high standards to achieve, and this was my main concern.

* **What is the most important 'spill' that you need to plan to avoid?**

First and foremost, my deadlines and reaching them well before they approach. My plan is to complete my coursework in advance so that I have the time and right to send this to my lecturer and get some feedback on it so I know how I could improve it. I have also made a ‘final year so far’, which I will upload on my Portfolio at the end of the year. This includes the marks I have gained so far and what I need to score a first, as this will keep me motivated, as I will know what I’m aiming for in each piece of coursework.

* **What's your intention, now, regarding making setbacks useful?**

I don’t want to repeat any of the mistakes I made last year. This is concentrating too much on my social life and enabling my bad group of friends to distract me and encourage me to go out rather than concentrate of work. I am hoping they will also change this year and prioritise their work so that I don’t come across as the only rude one when I tell them to leave me alone.

* **How do you rate yourself at this point on the skills discussed in the chapter?**

Fortunately, I have implemented the above quite a bit this year already and my fears of my group of friends not improving in their own work have been overcome. I think everyone has realised the importance of final year so I’m not being constantly asked to go out with them or take a break from work at unnecessary time (especially when there is nothing we have done to deserve a treat)

* **How do you rate yourself as a Globalised learner?**

I believe I am very computer-literate and have passed on my knowledge to my dad who owns a business but had never used the computer. This has made him realised the advantages of doing business online and we are thinking of developing a website for our store to increase profits. In terms, of work, I think I should definitely learn some self-discipline as I tend to browse when I sit down to do my work. This wastes many hours as they go by super fast when not doing work and instead, browsing on Facebook or doing some online shopping.

* **Write down the two best pieces of evidence to demonstrate to potential future employers that you are worth taking on.**

This is what I usually use:

1) Employers, with whom I have worked with, have shown much appreciation towards my work and my ambition to progress further in my career. I have come across as being a highly talented and capable person with strong background knowledge of business activity. I believe I am a very hard working and organized person and can be a real benefit to Capgemini. I also think pursuing an internal role in this organization will provide me with many experiences that will always be of benefit to my future career within the Technology sector of an IT services firm.

|  |
| --- |
| 2) While recently working for a company whose sales were dropping dramatically, due to the launch of competitive stores in the area, I was put in a situation where I had analyze the business’s strengths and weaknesses in order to identify possible strategic options which they could adopt, which would save the company from making losses or even closing down .I had to come up with a strong business strategy, which would open up more markets for the service this company was providing. In other words, this meant becoming specialized in a particular area and finding a niche, so that they were faced with less competition. I suggested two niche markets, which were both very similar - specializing in safety footwear or safety clothing. After much discussion with the owner of the business, I was told to go ahead with the 'safety footwear' option. Putting my action plan into place took time and a lot of commitment from me and also other members of staff, but in the end proved to be very successful. Currently the business is doing extremely well, however there are many improvements that can still be made to help the store run more smoothly. I would suggest an increased integration of IT within the business to make it more professional and to help speed up daily activities. |

Date: 22nd October – 28th October (Week 4)

The intended flow of my dissertation:

Abstract (do last, 1 page max)

Acknowledgements

Table of Contents

Chapter 1 – Introduction (100)

 Introduce topic (SAP – what it is & what it does)

 Tell us why it is important

 Why you are researching about it

 Research objective

 Research questions

Chapter 2 – Literature Review (What is out there already, 3500)

 Introduction

 Definition of SAP

 Importance of SAP

 How is it implemented?

 What are the challenges?

 How do organizations fail?

 Conclusion

**CONCEPTS**

**1. Risk Analysis:**

**BOOK: Risk Analysis: Assessing uncertainties beyond expected values and probabilities, Terje Aven, University of Stavanger, Norway**

Chapter 3 – Methodology (1100)

 Refer to design – semi-structured interviews, questionnaires

 Sampling methods and why?

 Mixed methods – Triangulation

 Subjective/objective, epistemology and ontology in research

Chapter 4 – Findings & Analysis (4000-5000)

Conclusion – Summarize everything (1000-1500)

References

Bibliography

Appendix

I also aim to use my tutor meetings to raise any concerns, especially about how to do my references properly. I have so far used the Harvard method but after looking at my various pieces of coursework from last year and this year, they all seem to be different in terms of what come first and what is supposed to be in italics etc. Also, I have not been using the resources of UCL’s library and I know I will need to be able to use this to ensure my the research for my dissertation is up to an excellent standard, and that the sources used are very reliable, instead of using Wikipedia or a blog which is most detested.

Date: 29th October – 4th November (Week 5)

I really enjoyed the talk my Tom Gribbin in this week’s guest lecture, as he had worked in Nestle and discussed how some innovations from Kit Kat didn’t work, especially Kit Kat minis, and that they had issues in their production line because the construction of a mini chocolate was not possible. He had worked in the IT department at all the companies he had worked for and I thought it would be a good idea to get some advice from him, as this was the area that I was looking to establish my career in. I had already introduced myself when trying to find a dissertation supervisor and felt comfortable addressing any questions. I think I’ll approach him a little later.

**My 40 things to do table:**

\*\*\* = Urgent and Important

\*\* = Quite urgent and important

\* = Worth doing but not high priority

X = Forget it!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***My Priority Level*** | ***Date I aim to start this*** | ***Date I aim to finish this*** | ***Actual completion date*** |
| Check out my confidence levels: complete the task “Assessing you confidence” on page 8 of How To Win | \* | 30 Oct 2012 | 4 Nov 2012 | 4 Nov 2012 |
| Complete the “Diamond 9” exercise for week 2 of the course (if you haven’t already done it). Work out what really makes you tick and establish what your ambitions and targets are | X (Done) | N/A | N/A | N/A |
| Work out for yourself what are likely to be your main enemies during this final year: write them down, then work out tactics for overcoming them | X | N/A | N/A | N/A |
| Make the decision not just to read things, but to use them. How will you know that you are doing this? | X | N/A | N/A | N/A |
| Decide what classification of degree you are realistically going to aim for. | X (Done) | N/A | N/A | N/A |
| Write down the study avoidance tactics that you are really good at…ask a few friends what their bast work avoidance tactics are | \*\*\* | 5 Nov 2012 | 7 Nov 2012 | 7 Nov 2012 |
| Make a list of 5 changes that you are going to make in your day to day study habits, post them on a wall where you will see them every day | \*\* | 7 Nov 2012 | 7 Nov 2012 | 7 Nov 2012 |
| Make 3 resolutions about improvements that you are going to make in your approach to time management, post them on the wall where you can see them everyday. | \*\*\* | 14 Nov 2012 | 16 Nov 2012 | 17 Nov 2012 |
| Re establish contact with a good old friend who has nothing to do with your final year who may be able to help you keep it in perspective from time to time during the year | \* | 15 Dec 2012 | 15 Dec 2012 | X (Done) |
| Check out your stress levels and look carefully through the tips for managing stress in chapter 1 of How To Win. Pick out the three techniques that are personally most useful to you | X (Done) | N/A | N/A | N/A |
| Read through the material on learning pay-ff, make a list of what you feel you are getting from the main things that you do regularly during your studying | \* | 25 Nov 2012 | 27 Nov 2012 | 29 Nov 2012 |
| Tidy up the way you refer to other peoples work in your own writing, make sure you really have a strong grip on what is required in terms of referencing. This will be vital in your dissertation. | \*\* | 5 Nov 2012 | 8 Nov 2012 | 8 Nov 2012 |
| Look at a piece of coursework that you have completed recently. Draft out three completely different attempts at the introductory paragraph. Which one should you have used? | \*\* | 10 Nov 2012 | 10 Nov 2012 | 10 Nov 2012 |
| How a current piece of assessed coursework, draft out three ways of rounding off the work in a strong stimulating way to gain ‘last impression’ marks. | \* | 10 Nov 2012 | 10 Nov 2012 | 18 Nov 2012 |
| Reappraise the importance of showing what you know in assessed courseworks, write down three ways in which you can get better credit for what you know. | \*\*\* | 28 Nov 2012 | 5 Dec 2012 | 5 Dec 2012 |
| Think about the lecturers on the IMB programme, make some preliminary decisions about which of them would make the best referees when it comes to making job applications. Do they regard you favourably now? What could you do to help make them regard you more favourably? | \*\*\* | 6 Nov 2012 | 8 Nov 2012 | 8 Nov 2012 |
| Work out what evidence you have that can be shown to future employers of your written communications skills. Build a collection of such evidence on MyPortfolio | \*\*\* | 8 Nov 2012 | 12 Nov 2012 | 12 Nov 2012 |
| Improve your presentation and powerpoint skills, how will you demonstrate your strengths to potential employers? | \*\*\* | 8 Nov 2012 | 20 Feb 2013 | N/A (Still on progress) |
| Look at how you write emails and the language that you use. Does this need polishing up? Check out the materials on business writing skills. | \*\* | 15 Nov 2012 | 15 Nov 2012 | 15 Nov 2012 |
| Review your planning techniques for long essays, dissertations and reports. Are you planning as effectively as you could do? | \*\* | 10 Nov 2012 | 12 Nov 2012 | 12 Nov 2012 |
| Think seriously about the level of work expected at third year. How will you explicitly demonstrate this deeper level of understanding, analysis and writing? | \*\*\* | 18 Nov 2012 | 19 Nov 2012 | 19 Nov 2012 |
| Think about your writing style and how best you can research the expectations of your lecturers who will be marking all the important final exams, coursework and dissertation | \*\*\* | 25 Nov 2012 | 28 April 2013 | N/A (on going) |
| Make a list of 20 things that you have got to show to employers to indicate what a wonderful prospect you are. Think about how you are going to organise these in MyPortfolio | \*\* | 9 Nov 2012 | 9 Nov 2012 | 9 Nov 2012 |
| Remind yourself of the processes which you know DON’T Have high learning payoff when revising for exams. How are you going to avoid them? | \* | 1 Dec 2012 | 1 Dec 2012 | 12 Jan 2012 |
| Set yourself an early start date for systematic, organised, non-hectic revision and then make that start. | \*\* | 2 Feb 2013 | 2 Feb 2013 | 30 March 2013 |
| Map out a flexible revision timetable. Including planned time off and plenty of variety. Leaving time for those things that take longer than expected. | \*\* | 20 Feb 2013 | 22 Feb 2013 | 24 Feb 2013 |
| Set out to find out something every day about ‘what I didn’t know I would have to do’. Pave the way towards being able to do it. | X | N/A | N/A | N/A |
| Start systematically refreshing the things that you’ve already learned, so that some of them get ‘polished’ every day. Don’t get preoccupied with the things that remain that you don’t yet understand. | X | N/A | N/A | N/A |
| Rate your exam technique using the exercise in Chapter 5 of How To Win, decide on two potential improvements | \*\* | 20 Nov 2012 | 21 Nov 2012 | 21 Nov 2011 |
| Look at an old exam paper from one of your courses, note the structure of the paper, what level of knowledge will you be expected to have,? Find a model answer paper if you can. What was the examiner looking for? | \*\*\* | 30 Mar 2013 | 30 April 2013 | N/A (Still on going) |
| Plan out how you would approach one of your exams. Look at how the time is shared out between different questions or sections. | \*\* | 5 Mar 2013 | 30 Mar 2013 | 30 Mar 2012 |
| Before the exams spend a couple of hours answering an old exam paper under exem conditions, then mark it by going back to the course materials or main text. What would you have given yourself? What could you have improved? | \*\*\* | 1 April 2013 | 2 April 2013 | 2 April 2012 |
| Research old exam papers for what is likely to come up, are there patters? Or should you look for topics which have not cropped up for a few years. | \*\* | 1 April 2013 | 30 April 2013 | N/A (on going)  |
| Start designing your own exam questions, see how successfully you can answer them. | \*\* | 5 April 2013 | 7 April 2013 | N/A (on going) |
| Research the UCL Alumni Association, get ready to join. | \*\* | 10 Nov 2012 | 20 April 2013 | N/A (on going) |
| Talk to some people who are already doing postgraduate (Masters courses), ask them about their courses and the level of work, is this something that would appeal to you next year? | \*\* | 15 Nov 2012 | 15 Nov 2012 | 15 Nov 2012 |
| If you are interested in research, think about some of the areas possible open to you next year..Find out who you could talk to in UCL about it. | X | N/A | N/A | N/A |
| Look at your CV as it currently stands, how could it serve you better? | \*\*\* | 15 Nov 2012 | 15 Nov 2012 | 15 Nov 2012 |
| Look at three other peoples CVs, decide whats best and worst about them. What could you learn from them that might be helpful for your own CV/ | \*\* | 15 Nov 2012 | 19 Nov 2012 | 19 Nov 2012 |
| Look at the materials on CV writing, and work on your own CV and improve it.. Get feedback from other students, what do they think of it? | \*\* | 16 Nov 2012 | 16 Nov 2012 | 16 Nov 2012 |
| How are you going to integrate the use of MyPortfolio with your CV? How will you use it with potential employers? | \*\* | 2 Feb 2013 | 4 Feb 2013 | 4 Feb 2013 |
| Choose two or three lecturers who could be approached to be your academic referees. Ask them if they are willing to do so. | \* | 10 Nov 2012 | 12 Nov 2012 | 12 Nov 2012 |
| Choose two people to be personal referees to whom potential employers can talk about you and your suitability for a role. | \*\*\* | 13 Nov 2012 | 13 Nov 2012 | 13 Nov 2012 |
| Consider your presence on social and professional networking sites. What does your facebook presence say about you? What would an employer think? Sites such as LinkedIn are increasingly being used to informally check people out. Make sure you have all your ‘ducks in a line’… no surprises! | \*\* | 15 Nov 2012 | 15 Nov 2012 | 15 Nov 2012 |
| Pay a visit to the UCL Careers Service. What available to help you? Make an appointment to talk with a specialist about what you may want to do after your degree. | X (Done) | N/A | N/A | N/A |
| Make a space for the job files you will be creating | X | N/A | N/A | N/A |
| Plan to use MyPortfolio for your job files, work out how best to structure the materials | \* | 30 Nov 2012 | 29 Dec 2012 | 29 Dec 2012 |
| Draft a template application letter, use MyPortfolio to help you. | \* | 28 Nov 2012 | 15 Dec 2012 | 15 Dec 2012 |
| Adjust your CV yet avail, does it still need work. Do you need to consider minor adjustments of focus for some types of job application? | \*\* | 10 Dec 2012 | 10 Dec 2012 | 10 Dec 2012 |
| Find some fellow students who are prepared to role play interview practice, get used to answering their questions. And you theirs, give each other feedback on how the responses could be improved | \* | 15 Nov 2012 | 30 Nov 2012 | N/A |
| Look at Tough Interview Questions and How To Answer Them from the reading list… how ready are you? | \*\* | 10 Nov 2012 | 12 Nov 2012 | 17 Nov 2012 |
| Tape record yourself answering practice questions, listen to yourself, are there any points about your manner, tone or style of language that need to be improved? | \*\* | 24 Jan 2013 | 24 Jan 2013 | 24 Jan 2013 |
| Review your wardrobe, do you have clothes suitable for attending an interview? | X | N/A | N/A | N/A |

Date: 5th November –11th November (Reading Week)

As it is reading week, there were no lectures / guest lectures or weekly activities. Personal and general reflections have been noted in my ‘Reflections’ document that will be uploaded on my Portfolio.

Date: 12th November –18th November (Week 6)

The Literature Review is due on the 30th November so I am slightly freaked out as my dissertation supervisor has not scheduled my first meeting for me. I have been bothering him so he has finally set a date for this Thursday (15th November). I will take my proposal with him and ask him everything I need to know – from what he thinks I should use as my disso question from the two I have decided upon and how the whole process works. I have MANY questions that I would like answered so I have taken out an hour minimum to meet with him so that he can show me a rough outline of how things work and how many times he is willing to meet with me when I have concerns. I also aim to notify him that I am aiming for a first so that every feedback is based on that notion.

I had my assessment centre for FactSet, a financial data company and the graduate job role is in their technology department. I was recommended for the job role by SEO, an independent company that helps ethnic minorities attain a job. I had to practice my numerical and verbal skills, as we had to complete reasoning tests. I found the tests difficult and hope I have scored enough to gain an offer to attend their final round interview.

This Friday is also the ITMB Mock interview day - an email was sent in second year detailing that a mock interview day would help me through the upcoming graduate interviews and assessment centres when applying for graduate roles or placements. I hope this event will help me like it did in the previous years and hopefully, I can extend my network which will help in securing a graduate job.

Date: 19th November –25th November (Week 7)

Teach First hosted the event and we were told that global employers will also be present to provide the support, feedback, and advice that was needed to be successful at securing a job. This event was unquestionably the most useful I have attended within all my years of studying at university, and I persuaded my friends to attend the same event with me in my final year as they say ‘practice makes perfect’. My peers also found this event much more useful than they had initially thought.

Taking part in one-to-one interviews, group exercises, and presenting to an audience are activities required as part of an assessment centre when applying for jobs. This event enabled me to gain instant feedback on my performance, as well as the areas that could be improved in the future. For example, my weaknesses were outlined and I was recommended to use the STAR technique when answering competency questions, as well as being reminded about the importance of maintaining eye contact, as this is something I find very difficult and uncomfortable. We were also given a chance to network at intervals between each activity and gain an insight on our desired company from the employers that had attended. All attendees were extremely helpful and I would suggest more encouragement to attend these events, since I have built long-term relationships with many senior employers at large firms that had attended on the day. They allowed me to add them to my network on LinkedIn and assured me to probe them for answers on aspects I needed help with regarding employment. Taking advantage of this offering, I have kept in touch with an employee at Business & Decision (B&D) who assured me that my application would be flagged so that I am invited to the next stage of the recruitment process.

**Weekly activity – My SWOT analysis**

Date: 26th November –2nd December (Week 8)

Today I the ITMB north event so there are no lectures. I do feel gutted no being able to attend as I have an interview at Blackrock for a potential graduate role. I felt very nervous at first but cant complain about how the interview progressed as the interviewees were very cheerful and made me feel a lot more relaxed. After the interview, I realized how much experience and previous skills I have to talk about. My degree and coursework within the module itself can be elaborated a huge amount and can be used to my advantage.

Date: 3rd December –9th December (Week 9)

This week our guest lecturer was Jessica who has established a company to serve her own personal needs and one that aroused as she has a house in her holiday destination that was left untouched while they lived here. She came up with the idea of creating a website where both those owning a house that is not frequently used, and those who go on holidays and look for a house to rent. The good thing I realized was that she wanted the owner and holiday maker to build a relationship beforehand so that they could be trusted to treat the house as they would themselves. The reason why I thought this was a great idea is because my family and me had many issues when we were looking for a villa to book for our holiday in Turkey. It took us ages to research which website had the best reviews and even then, we were afraid to transfer money into the home owners account incase this turned out to be a fraud. Everything worked out exactly the way it was meant to, however, things could have been the opposite. I look forward to using Jessica’s website on my next holiday ☺

Date: 7th January –13th January (Week 11)

**Weekly activity – Shut up and listen!**

According to the ‘Shut Up and Listen’ author, Theobald, it is essential for individuals to realise about what type of communicator he/she is. I personally conducted some more of similar types of researches, and I discovered that I am a ‘senator’ communicator, who views communication as one of the strategies for success.

I believe that a senator communicator can make a conscious effort to control/change the environment around. This type of communicating skills will be particularly important for job interviews. Before I speak, I do consider the situation, who I am speaking with, and try to figure out what kind of style will work best for the person. However, the problem is that usually, the senators are unpredictable. Other classmates would sometimes perceive me as inconsistent as my social skills vary depending on my mood ☹ Overall, I should prepare myself to be the most suitable type of communicator who perfectly fit in IT + Business organisations or firms.

Date: 14th January –20th January (Week 12)

**Assessment Centres**

Many IT industry companies that I would like to enter, have the assessment centres. Previously, I had couple of chances to go through this processes, and I have gained useful experiences. However, I wish to pursue my skills further as I know this will benefit me in the future. In order to achieve this goal, I should continue to build connections in the IT industry, and get advice. I have been doing this via attending events such as ITMB Mock Interview day and conversing with people on LinkedIn.

Date: 28th January –3rd February (Week 14)

The Capgemini workshop was much better and beneficial than I had assumed. I completed all the activities set and asked questions that I wanted answered, as I had applied for this company and had already undertook their telephone interview. I have passed the telephone interview and I am now waiting my date for the assessment centre. I asked about the key competencies and what I can accept at the assessment centre and whether this was the final round - which it is! The lady that was leading the workshop was also working in Technology so her advice seemed to be very detailed and she told me to prepare well beforehand an make sure I had done a lot of research on the company. She also gave me sample competency questions and told me I should prepare for these as best as I could. She gave me an overview of her experience at the assessment centre and said it wasn’t nearly as scary as she had thought it will be. I thought this was very nice of her and have taken her email address just incase I have more questions when my time comes ☺

**Conclusions and Evaluation**

**Weekly Activities**

Weekly activities helped me to organise and plan my 3rd year more productively and efficiently. By doing so, it was good time to know more about myself, what kind of type I am in various aspects such as lacking certain skills such as presentational skills as I get very nervous. My skills that accumulate my strengths would be communication skills and my analysis skills as this is what enables me to take part in worthy and detailed conversations, where my opinion and thoughts seem to matter. Furthermore, I should be more punctual and improve my attendance to lectures, especially the morning ones as these will help prepare me for my future working life. My previous experiences and educational life have enabled me to gather conversations and skills that I can talk about in interviews and assessment centres, that I was not previously aware of.

It was difficult for me these activities in weekly basis, however, I would say that these activities contributed a lot to my study and I have become less stressful with a scheduled plan with me. I should now make sure I do follow all the tasks without any hesitation or distractions and implement everything I have learnt in this course to my future, whether that is carrying on with the MSc or entering work life with a graduate job ☺ I have been using My Portfolio which provides a variety of features and I especially find useful updating my CV, as well as the socialising features available, designed for UCL students. Every user can create their own blog and share contents with friends online, which is a great way to stay in touch and portray your achievement that you are most proud of.