

Academic and Research Skills for Law

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Introduction

This document focuses on the development of personal skills, particularly academic and research abilities, as essential components of achieving success. It is based on the premise that addressing and enhancing these skills through SMART (Specific, Measurable, Achievable, Relevant, Time-bound) analysis and goal setting is a continuous process for skill development. The assignment is centered on the importance of academic and research skills in sustaining educational value and individual growth. By establishing target goals within a defined timeframe, individuals can effectively improve their skills, which can be beneficial for both learning and career advancement.

Task 1 Assessing my own strengths and weaknesses

Assessing personal, academic, and English language skills is essential for identifying strengths and weaknesses. This evaluation aids in classifying these skills into distinct categories, enabling the development of a detailed plan for further knowledge acquisition and improvement. As a result, an individual will be able to overcome the weakness in terms of skills and go green as targeted goals and accomplishment¹.

Personal skills

Strengths	Weaknesses
Problem Solving	Time management:
Critical Thinking	Leadership
Creativity	Adaptability

Personal Skill	Assessment
Problem Solving	Strength - I am good at problem analysis and coming up with solutions that work in an academic as well as a workplace setting.

¹ Credé M and Kuncel NR, 'Study Habits, Skills, and Attitudes: The Third Pillar Supporting Collegiate Academic Performance' (2008) 3 Perspectives on Psychological Science 425 <<http://journals.sagepub.com/doi/10.1111/j.1745-6924.2008.00089.x>> accessed 30 January 2024

Critical Thinking	Strength - I am able to critically analyze information and make sound decisions if need be.
Adaptability	Weakness - I find it difficult to adapt myself in new academic or professional surroundings.
Leadership	Weakness - I struggle to assume the position of authority and lead in academic or professional settings.
Time Management	Weakness - In academic and professional settings, managing time and prioritizing tasks has always been quite difficult for me.

Academic skills

The identification and development of these academic skills has been crucial in my educational path. For instance, I have observed improved skills in terms of understanding abstract ideas; thinking critically and being able to structure my thoughts properly both oral and written debate. In addition, these competencies enabled me to engage in self-regulated learning and gain control over the process of learning while acting independently. Through actively engaging in the pursuit of knowledge and using effective learning methods, I have found it easier to maneuver through different academic undertaking².

Academic Skill	Assessment
Creativity	Strength - I always come with creative and unique ideas that solve problems.
Summarizing	Weakness - It is a complicated task for me to summarize information using an advanced vocabulary.
Time Management	Strength - I am always on time and do well when working with the clock.
Note-taking	Strength - I have mastered the art of taking copious notes from several sources.
Paraphrasing	Weakness - Paraphrasing information quickly is difficult for me.

² Ganesha HR and Aithal PS, 'How to Choose an Appropriate Research Data Collection Method and Method Choice Among Various Research Data Collection Methods and Method Choices During Ph.D. Program in India?' [2022] International Journal of Management, Technology, and Social Sciences 455 <<https://www.srinivaspublication.com/journal/index.php/ijmts/article/view/1937/777>> accessed 30 January 2024

Academic English Language Skills

I have also been focusing on summarizing and paraphrasing of texts. I understand the importance of these skills in academic English because they enable me to turn main points and ideas from texts or discussions into compact yet coherent representations. Nonetheless, I admit that my paraphrasing skills also require improvement since they should reflect the essence of the original text and present it in my own words³.

Academic English Language skills	Assessment
Reading	Has a limited vocabulary
Writing	Possesses exceptional literary talent
Speaking	Very good at talking
Listening	not always good at listening.

Setting targets for self-improvement by SMART

SMART analysis requires to help the individual set targets for self-growth which develops a time frame and action goals with future advances. The below table will provide SMART analysis of the goal under attack.

³ Lefever S, Dal M and Matthíasdóttir Á, 'Online Data Collection in Academic Research: Advantages and Limitations' (2007) 38 British Journal of Educational Technology 574 <<https://bera-journals.onlinelibrary.wiley.com/doi/10.1111/j.1467-8535.2006.00638.x>> accessed 30 January 2024



Figure 1: SMART Goals objective chart

Personal Development Target	Specific Goal	Measurable Outcome	Achievable Actions	Relevant Activities	Time-Bound Target
Adaptability	Become adaptable by experiencing new environments and challenges.	Do at least 3 social activities or joining clubs/organizations in the next six months.	Activate diverse experiences that stretch comfort zones.	Become a member of another club or organization, participate in initiatives that are beyond comfort zones to receive support and pep talk from mentors.	21-Feb-2024 to 21-Aug-2024
Leadership	Become a leader in group activities or	Hold at least 2 leadership positions, each in an	Participate in leadership training programs,	Join leadership-centric clubs and societies,	22-Mar-2024 to 22-Dec-2024

	projects and through this acquire leadership skills.	academic or extracurricular setting with a completion time limit of 9 months.	and be on the lookout for new opportunities to lead.	take on the role of a leader in group projects or obtained some feedback from peers or mentors.	
Time Management	Develop effective time management skills by establishing realistic targets and priorities.	Develop and adhere to a daily/weekly plan for prioritizing tasks towards achieving goals.	Use time management apps and create patterns for prioritization of tasks.	Create clear objectives and timelines, establish an environment that forces accountability for progress from friends, family members or mentors.	15-Apr-2024 to 15-Oct-2024
Summarizing	Improve summarization ability by using summary techniques.	In the next 4 weeks, at least five articles/texts per week should be summarized using color-coding or highlighting.	Do summarization practice, attend workshops/courses on efficient summing up.	Read articles or texts and write short summaries based on them; ask for reviews from academic sources of tutors.	1-May-2024 to 29-May-2024
Paraphrasing	Learn paraphrasing by restating	Rewrite at least 10 sentences or passages	Read widely to enrich the vocabulary, do	To correct sentences/passages, get a peer or tutor	28-May-2024 to 25-Jun-2024

	sentences or a passage in your own words.	daily with a richer vocabulary within the following four weeks.	paraphrasing tasks.	feedback and seek learning language resources to help you.	
Reading	Enhance reading abilities through active reading techniques.	Practice active reading for at least 30 minutes a day in the next six weeks.	Carve out time to read, participate in discussions or book clubs.	Make it a habit of reading; consult a dictionary for words you do not understand, annotate texts.	15-Jun-2024 to 27-Jul-2024
Listening	Cultivate active listening by strengthening your listening skills.	Attend 2 or more group discussions/public speaking events per month over the next six months at a minimum.	Practice active listening and request feedback about their communication skills.	Take part in group discussions, practice attentive listening skills and get advice from communication skill workshops or mentors.	29-Jun-2024 to 29-Dec-2024

Task 2 – Note taking

Representing note-taking skills from a variety sources using active listening skills.

Before diving into any note-taking session, preparation is necessary. Preparing mentally for absorbing and processing information guarantees efficient interaction with the material that is being presented⁴. Some approaches built on active listening make note-taking in law even

⁴ Zarei E and others, ‘Self-Esteem and Academic Success as Influenced by Reading Strategies’ (2012) 5 English Language Teaching 17 <<https://eric.ed.gov/?id=EJ1078897>> accessed 30 January 2024

more effective. Such techniques include establishing trust, showing interest in clients' issues through non-verbal cues and paraphrasing complex legal concepts by using open questions⁵. In active use of these strategies, they are able to find the detailed law arguments that lay keen precedents and key case laws.

Representing note-taking skills from a variety sources using reading strategies.

Representing note-taking skills from various sources using effective reading strategies is crucial for success in legal studies. By employing specific reading techniques, individuals can enhance their ability to extract pertinent legal insights from a variety of texts and documents⁶. Utilizing these strategies while reading legal materials facilitates efficient note-taking, aiding in the synthesis and retention of information⁷. However, it is imperative for individuals to approach note-taking with a deliberate strategy, which involves identifying the overarching objectives of their research, assessing the reliability and relevance of sources, and documenting notes that elucidate the connections between different legal concepts⁸. Through a critical reading approach, individuals can conduct comprehensive analyses and uncover nuanced implications within legal literature. By implementing these reading strategies in conjunction with effective note-taking techniques, individuals can enhance their understanding of complex legal matters and achieve academic success.

Representing skills on paraphrasing and summarizing information.

This skill is especially crucial for students actively involved in academic and research activities that touch upon the topic of law as they need to be able to summarize everything well. Such abilities allow people to clearly articulate relatively sophisticated legal terminology and arguments through precision, resulting in improved performance. Summing up can be understood as the use of source information that is reduced into a smaller format without probably losing its substance. In the context of legal studies, summarizing requires identifying key words and phrases that encapsulate the essence of the original text. Individuals can develop

⁵ Loh YL, 'Errors in Paraphrasing and Strategies in Overcoming Them / Yoke Len Loh' (2013) 1 Journal of Creative Practices in Language Learning and Teaching (CPLT) 4 <<https://cplt.uitm.edu.my/>> accessed 30 January 2024

⁶ Kırkgöz Y, 'Promoting Students' Note-Taking Skills through Task-Based Learning' (2010) 2 Procedia - Social and Behavioral Sciences 4346 <<https://www.sciencedirect.com/science/article/pii/S1877042810007317>> accessed 30 January 2024

⁷ Hovane M, 'Teaching Presentation Skills for Communicative Purposes' (2009) 8 関西大学外国語教育フォーラム 35 <<https://kansai-u.repo.nii.ac.jp/records/10321>> accessed 30 January 2024

⁸ Gamble TK and Gamble MW, *Interpersonal Communication: Building Connections Together* (SAGE Publications 2013)

their own framework for summarizing legal materials by pinpointing specific points and valuable information for retention⁹. Note-taking allows individuals to capture key points, insights, and references during lectures, discussions, or while reviewing legal texts. It serves as a valuable tool for organizing thoughts, aiding comprehension, and facilitating the synthesis of information from various sources. By employing effective note-taking strategies, individuals can enhance their understanding of complex legal concepts and improve their academic performance.

On the contrary, paraphrasing is when one restates source information using his/her own words and phrases while preserving its meaning. Successful paraphrasing involves people reproducing words and phrases correctly, making sure that the original information is passed on without changing its contents but stating them differently¹⁰. When writing in a legal context, paraphrasing typically involves the inclusion of direct quotations to undergird points and referenced writers¹¹. Nevertheless, the interpretation and analysis cannot outweigh direct quotations because it is an academic work that should be sound. In totality, paraphrasing and summarizing tend to differentiate students in the field of law as this enables them to communicate with the development of such skills; learners could improve their performance at school and further prepare for a career in law.

Task 3 – Carrying out an academic research project

Research Plan

The focus of the proposed research project will be to investigate how recent legal reforms have changed corporate governance practices in banking organizations. The objectives of the research are as follows:

1. Analyze the regulatory reforms related to corporate governance in banking.
2. Assess the success of these reforms, in improving transparency and accountability.
3. Examine the impact of reforms on bank decision making process.
4. Discuss the role of corporate governance in financial risks regulation and stability maintenance.

⁹ Barr L and others, 'Enhancing Student Achievement through the Improvement of Listening Skills' (2002) <<https://eric.ed.gov/?id=ED465999>> accessed 30 January 2024

¹⁰ Lefever S, Dal M and Matthíasdóttir Á, 'Online Data Collection in Academic Research: Advantages and Limitations' (2007) 38 *British Journal of Educational Technology* 574 <<https://bera-journals.onlinelibrary.wiley.com/doi/10.1111/j.1467-8535.2006.00638.x>> accessed 30 January 2024

¹¹ Masrai A and Milton J, 'Measuring the Contribution of Academic and General Vocabulary Knowledge to Learners' Academic Achievement' (2018) 31 *Journal of English for Academic Purposes* 44 <<https://www.sciencedirect.com/science/article/pii/S1475158517301327>> accessed 30 January 2024

5. Identify any flaws or weaknesses in the current regulatory framework and recommend measures for improvement.

Highlighting how I went about conducting research from other sources are primary and secondary information.

The research process shall be a systematic procedure that will ensure each data is collected consciously and analyzed carefully.

1. **Literature Review:** The first step involves a comprehensive review of the literature focusing on corporate governance standards in banking and their regulations. This review will involve academic journals, industry reports, government publications and legal databases so as to understand the historical connotations of different corporate governance theories within banking sector¹².
2. **Formulation of Research Questions:** Following the result of a literature review, research questions will be formulated based on findings obtained from this inquiry. These questions will help to achieve the objectives of this study and be a checklist for data collection towards information, analysis¹³.
3. **Primary Data Collection:** The primary data shall be collected through semi-structured interviews with stakeholders in the banking sector, which includes regulators bank executives and corporate governance specialists besides board committee's members. Conducting these interviews will focus on unveiling the implications of practical changes in policies and implementation issues along with regulatory adequacy¹⁴.
4. **Sampling Strategy:** Two purposive sampling techniques will be utilized to choose respondents for interviews and surveys. The participants will be selected based on their proficiency and involvement in corporate governance affairs of the banking industry to include a mixed bag experience.
5. **Secondary Data Collection:** Sources of secondary data include academic journals, government reports, industry periodicals and publications as well as legal databases.

¹²Yin M, 'The Effect and Importance of Authentic Language Exposure in Improving Listening Comprehension' [2015] Culminating Projects in English <https://repository.stcloudstate.edu/engl_etds/33>

¹³ Matkin GS, Headrick J and Sunderman H, 'Developing Trust & Being Trustworthy' <<https://pressbooks.nebraska.edu/developinghumanpotential/chapter/developing-trust-being-trustworthy/>> accessed 30 January 2024

¹⁴ Kim H-K, 'The Effects of Explicit Note-Taking Strategy Instruction on Korean College EFL Learners' Note-Taking Abilities' (2019) 31 Study of Humanities 429 <<http://www.dbpia.co.kr/Journal/ArticleDetail/NODE08746217>> accessed 30 January 2024

This data will supplement the findings from secondary sources and serve as a background for an analysis of regulatory reforms' implications on corporate governance in the banking industry¹⁵.

6. **Data Analysis:** Thematic analysis of qualitative data obtained through interviews will be used to pinpoint these recurring patterns, themes, and insights regarding impacts that legal reforms have on corporate governance practices. Quantitative data from surveys will be analyzed through statistical software to create descriptive statistics and determine patterns or associations among the variables¹⁶.
7. **Interpretation and Conclusion:** Integration is the last step in which integrated findings from primary and secondary sources are formed to make conclusions as well as implications for practice and policy. The study will seek to develop a complex understanding of the influence that legal reforms have on corporate governance in banks and specific recommendations for improving regulatory performance and ensuring healthy practices.

In doing so, this systematic research process enables the study to provide meaningful findings on how corporate governance in banking is shifting and guide future debates concerning policies as well organizations.

The first draft of my research work.

Introduction

Background and Context:

The banking industry is the pillar behind financial stability and ensures economic development across the globe. Through the years, there is a tremendous overhaul of regulation in banking with an aim to improve transparency and accountability as well risk management practices so as to respond adequately for monetary crisis and market uproars. The described

¹⁵ Hugo AJ and Horn CA, 'Using Music Activities to Enhance the Listening Skills and Language Skills of Grade 1, English First Additional Language Learners' (2013) 29 Per Linguam <<http://perlinguam.journals.ac.za/pub/article/view/542>> accessed 30 January 2024

¹⁶ Credé M and Kuncel NR, 'Study Habits, Skills, and Attitudes: The Third Pillar Supporting Collegiate Academic Performance' (2008) 3 Perspectives on Psychological Science 425 <<http://journals.sagepub.com/doi/10.1111/j.1745-6924.2008.00089.x>> accessed 30 January 2024

reforms have important implications for corporate governance of banks affecting the processes of decision-making, as well as compliance with regulations and an entire organization¹⁷.

Statement of the Problem:

Although such regulatory reforms have been introduced, a critical assessment of their impact on corporate governance practices within the banking sector remains necessary. These reforms continue to be debated and are also a matter of concern on how they affected governance systems, risk management structures and financial institutions stability. Thus, there is an urgent call for empirical research that will address the results and consequences of such regulatory amendments with respect to corporate governance among banks¹⁸.

Research Questions:

1. What are the main regulatory reforms regarding corporate governance in banking?
2. What effect do these regulatory reforms have on the decision-making process and governance structure in financial institutions?
3. What are the effects of such changes on transparency, accountability as well as risk management strategies within banks?
4. How much does regulatory reforms play a role in the general stability of banking?

Objectives of the Study:

1. To analyze the regulatory reforms introduced in banking arena and their needs
2. To investigate the effect of regulatory changes on governance structures within financial institutions.
3. To evaluate the success of regulatory reforms in enhancing transparency, accountability and sound risk management among banks.
4. To assess the impacts of regulatory reforms on bank stability.

¹⁷ □ Canpolat M and others, 'Active Listening Strategies of Academically Successful University Students' (2015) 15 Eurasian Journal of Educational Research 163 <<https://dergipark.org.tr/en/pub/ejer/issue/5166/70244>> accessed 30 January 2024

¹⁸ Barr L and others, 'Enhancing Student Achievement through the Improvement of Listening Skills' (2002) <<https://eric.ed.gov/?id=ED465999>> accessed 30 January 2024

Significance of the Study:

This study becomes valuable in the field of corporate governance and regulatory reforms in banking sector. The results of the study will help policymakers, regulators and stakeholders in various financial institutions to understand how efficient their efforts are towards rectifying governance issues. Furthermore, the research will aid in advancing knowledge concerning corporate governance as a factor that ensures financial stability and market integrity.

Scope and Limitations:

The total research scope covers a review of regulatory reforms as well as their influences on corporate governance practices in the banking sector, focusing mainly to transparency gaining accountability and risk management. The research will mostly use secondary sources of information, which include scholarly articles, regulations documents and industry reports. Yet, the study may be limited by data availability and reliability as well as limits in regulatory reforms studied. Secondly, the results of the study can be interpreted by biases and limitations imposed on empirical research methodologies.

Literature Review:

Theoretical Framework:

The theoretical framework for this study is based on the standards of corporate governance, regulatory compliance and risk management in banking. Major theoretical approaches are agency theory, stakeholder theory, stewardship perspective and institutional approach. These frameworks offer insights into shareholders, management, regulators and other stakeholder relationships thereby influencing the analysis of governance structures decision-making processes as well as accountability mechanisms in financial institutions¹⁹.

¹⁹ Yin M, 'The Effect and Importance of Authentic Language Exposure in Improving Listening Comprehension' [2015] Culminating Projects in English <https://repository.stcloudstate.edu/engl_etds/33>

Conceptual Definitions:

Corporate Governance: The system of rules, procedures and processes that govern a corporation are comprised in the relationships between shareholders, board of directors management and other stakeholders²⁰.

Regulatory Reforms: Reforms in legislation, regulations and policies that promote transparency, accountability and risk management practices within the banking field²¹.

Risk Management: Risk identification, measurement, and control necessary to achieve the objectives of an organization while protecting stakeholders' interests such as financial risks operational risks compliance risk²².

Evolution of Corporate Governance in the Banking Sector:

A number of factors contributed to the evolution or development of corporate governance in banking, such as financial crises, regulatory changes and market dynamics. Traditional models of governance used in banks were limited on transparency and accountability while modern frameworks are targeting risk management, proportionality, regulatory compliance as well stakeholder engagement²³.

Regulatory Reforms in Corporate Governance:

Regulatory reforms in corporate governance within the banking industry were motivated by systemic risks, market integrity and ensuring public confidence in financial institutions. Noteworthy reforms are implementation of the Basel accords and Dodd-Frank/Sarbanes-Oxley acts as well as other regulatory initiatives intended at increasing transparency, risk management practices among banks and financial institutions with regard to their accountability²⁴.

²⁰ Zarei E and others, 'Self-Esteem and Academic Success as Influenced by Reading Strategies' (2012) 5 English Language Teaching 17 <<https://eric.ed.gov/?id=EJ1078897>> accessed 30 January 2024

²¹ Ivanova IN, 'Making Sense Of Research: University Students' Difficulties In Writing Academic Summaries' (2020) 8 Studies in Linguistics, Culture, and FLT 16 <<https://www.ceeol.com/search/article-detail?id=895345>> accessed 30 January 2024

²² Hugo AJ and Horn CA, 'Using Music Activities to Enhance the Listening Skills and Language Skills of Grade 1, English First Additional Language Learners' (2013) 29 Per Linguam <<http://perlinguam.journals.ac.za/pub/article/view/542>> accessed 30 January 2024

²³ Gamble TK and Gamble MW, *Interpersonal Communication: Building Connections Together* (SAGE Publications 2013)

²⁴ Credé M and Kuncel NR, 'Study Habits, Skills, and Attitudes: The Third Pillar Supporting Collegiate Academic Performance' (2008) 3 Perspectives on Psychological Science 425 <<http://journals.sagepub.com/doi/10.1111/j.1745-6924.2008.00089.x>> accessed 30 January 2024

Empirical Studies on Corporate Governance in Banking:

The empirical literature on corporate governance in banking has focused on the different forms of structures, decision-making processes and regulatory compliance for financial firms. These studies have focused on the empirical assessment of reforms to improve governance practices, risk management mechanisms and corporate performance. Some of the main empirical findings add to a deeper understanding of how corporate governance plays out in banks and influence discussions on policy implementation as well as industry practices²⁵.

Research Methodology:

Research Design:

This research uses a mixed-method approach to understand the contribution of corporate governance in banking. Integrating qualitative and quantitative approaches, the research design studies governance practice comparisons as well as regulatory reforms towards financial institutions. Qualitative methods include interviews with key stakeholders and content analysis of regulatory documents, whereas quantitative ones involve the financial data analytics as well statistical modeling²⁶.

Data Collection Methods:

Data for this study is collected through multiple sources, including, semi-structured interviews with banking executives, regulators and industry experts to elicit qualitative information about governance practices and regulatory compliance. A content analysis of regulation documents, corporate reports and industry publications was employed to analyse regulatory reforms. Analysis of publicly available financial reports, regulatory filings and market data to evaluate the performance and risk management policies at banks. Quantitative interviews were conducted through surveys administered to bank employees and stakeholders pertaining to governance perceptions, risk management practices, and regulatory compliance.

²⁵ Canpolat M and others, 'Active Listening Strategies of Academically Successful University Students' (2015) 15 Eurasian Journal of Educational Research 163 <<https://dergipark.org.tr/en/pub/ejer/issue/5166/70244>> accessed 30 January 2024

²⁶ Kırkgöz Y, 'Promoting Students' Note-Taking Skills through Task-Based Learning' (2010) 2 Procedia - Social and Behavioral Sciences 4346 <<https://www.sciencedirect.com/science/article/pii/S1877042810007317>> accessed 30 January 2024

Sampling Techniques:

The sampling approach entails purposive selection for qualitative interviews to recruit participants with knowledge of corporate governance, bank regulation and risk management. In the case of quantitative surveys and financial data analysis, a combination between random sampling together with stratified sampling is used in order to achieve representation across various bank sizes, geographic locations as well as regulatory regimes²⁷

Data Analysis Methods:

Thematic analysis of qualitative data from interviews and content analyses determine major patterns, trends, and themes pertaining to governance issues related to corporate government regulatory reforms, risk management in the banking sector. To investigate the relationships between variables and test hypotheses, quantitative data from surveys and financial analysis are applied statistical methods that include regression analysis descriptive statistics correlation analysis²⁸.

Ethical Considerations:

This research is consistent with ethical considerations of human participant involved sensitive data. All interviewees give informed consent to participate in the research, and their anonymity is ensured. The application of financial data is in line with the Data privacy regulations and all research findings are reported as they appear, to avoid misleading or bias information. Furthermore, ethical aspects involve ensuring objectivity, integrity and fairness throughout the researching process²⁹.

Research Timeline:

Preparation Phase (Week 1-2):

²⁷ Loh YL, 'Errors in Paraphrasing and Strategies in Overcoming Them / Yoke Len Loh' (2013) 1 Journal of Creative Practices in Language Learning and Teaching (CPLT) 4 <<https://cplt.uitm.edu.my/>> accessed 30 January 2024

²⁸ Masrai A and Milton J, 'Measuring the Contribution of Academic and General Vocabulary Knowledge to Learners' Academic Achievement' (2018) 31 Journal of English for Academic Purposes 44 <<https://www.sciencedirect.com/science/article/pii/S1475158517301327>> accessed 30 January 2024

²⁹ Kim H-K, 'The Effects of Explicit Note-Taking Strategy Instruction on Korean College EFL Learners' Note-Taking Abilities' (2019) 31 Study of Humanities 429 <<http://www.dbpia.co.kr/Journal/ArticleDetail/NODE08746217>> accessed 30 January 2024.

- Discuss literature on corporate governance in the banking industry.
- Develop research questions and objectives.
- Design research methodology and sampling methods.
- Secure relevant clearances for data gathering.

Data Collection Phase (Week 3-6):

- Carry out semi-structured interviews with the important players.
- Carry out surveys of bank employees and stakeholders.
- Gather financial information through publicly available sources.
- Analyze regulatory material and industry publications.

Data Analysis Phase (Week 7-9):

- Conduct thematic analysis on the qualitative data.
- Statistical analysis of quantitative data.
- Combine results of interviews, surveys and financial analysis.

Writing Phase (Week 10-12):

- Draft out the literature review, theoretical framework and methodology sections.
- Report the results of data analysis.
- Form conclusions and implications of the study.
- Editing and preparation of dissertation proposal.

Submission and Defense (Week 12-13):

- Present the dissertation proposal to be reviewed and approved.
- Prepare for dissertation defense.
- Share your newly acquired research results with the dissertation committee.
- Respond to suggestions or comments made by the committee.

Finalization and Publication (Week 14-15):

- Implement changes resulting from dissertation defense.
- Finalize dissertation document.

- Publish the dissertation in academic journals or conferences.
- Make presentations on conferences or academic platforms to communicate the research results.

Task 4 Personal Development Plan

Findings on my Personal Development Plan.

Personal Skill

Personal Skill	Assessment
Problem Solving	Strength - I am good at problem analysis and coming up with solutions that work in an academic as well as a workplace setting.
Critical Thinking	Strength - I am able to critically analyze information and make sound decisions if need be.
Adaptability	Weakness - I find it difficult to adapt myself in new academic or professional surroundings.
Leadership	Weakness - I struggle to assume the position of authority and lead in academic or professional settings.
Time Management	Weakness - In academic and professional settings, managing time and prioritizing tasks has always been quite difficult for me.

As regards to problem-solving, I regard it as a major strength of mine. Solutions come to me easily, whether I'm in an academic setting or professional environment. I am also quite good at critical thinking; my ability to analyze information critically and make thoughtful decisions when needed is impressive. Nevertheless, when it comes to flexibility as one of my weaknesses. I am sometimes slow to adapt in new academic or work settings and that at times can affect my performance negatively. In the same way, leadership is one of my weaknesses also.

Academic Skill

Academic Skill	Assessment
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Creativity	Strength - I always come with creative and unique ideas that solve problems.
Summarizing	Weakness - It is a complicated task for me to summarize information using an advanced vocabulary.
Time Management	Strength - I am always on time and do well when working with the clock.
Note-taking	Strength - I have mastered the art of taking copious notes from several sources.
Paraphrasing	Weakness - Paraphrasing information quickly is difficult for me.

As for creativity, I would say that this is one of my strengths. I am inclined to coming up with unique and creative ideas that solve the issues or problems facing different people in society. I am very strong in the field of time management. I am always punctual and perform effectively when under pressure. Furthermore, I am also good when it comes to note-taking. Over the years, taking detailed and informative notes from various sources has become my forte; it greatly facilitates learning as well as research. Nonetheless, summarizing is something that I struggle with.

Academic English Language Skill

Academic English Language skills	Assessment
Reading	Has a limited vocabulary
Writing	Possesses exceptional literary talent
Speaking	Very good at talking
Listening	not always good at listening.

My strengths and weaknesses in the English language used on an academic context are a combination of both. During reading, I have discovered that my vocabulary is limited and sometimes hinders the understanding of some complicated texts. On the other hand, I am really good in writing and have been awarded for peerless literary prowess. I can convey my thoughts and ideas with clarity through written communication. When it comes to speaking, I am articulate and capable of communicating my ideas clearly. It is relatively easy for me to have conversations and debates. Nevertheless, in the case of listening I am not as proficient.

Personal Development Program

Personal development targets	Short- or long-term target?	How to achieve my targets? What activities needed to undertake to achieve my objectives? What support do I need?	Date of review	Progress made towards target	Further action required	Actual date of achieving target
Adaptability	Long - Term	I will identify and engage in diverse experiences that challenge comfort zones. Participate in at least 3 new social activities or join clubs/organizations within the next 6 months. Join a new club or organization, volunteer for projects outside comfort zones, seek guidance and encouragement from mentors.	21-Feb-2024	Participated in social activities and even joined a new club so that I could acquire knowledge of other life styles.	I must get involved in activities with a purpose that require me to spend time in new types of settings on a frequent basis.	21-Aug-2024
Leadership	Long - Term	I will attend leadership training programs, actively seek opportunities for leadership roles. Participate in leadership-focused clubs or organizations, take on leadership roles in group projects, seek feedback from peers or mentors. Assume leadership roles in at least 2 academic or extracurricular activities within the next 9 months.	22-March-2024	Enrolled in a course on leadership and took part willingly during group discussions.	I would have to attend leadership development programs or workshops that would provide me with the necessary skills and knowledge to adopt if I were to assume a role of leader.	22-Dec-2024
Time Management	Long - Term	I will utilize time management tools/apps, establish routines for task prioritization. Set specific goals and deadlines, seek accountability and encouragement from friends, family, or mentors.	15-April-2024	Used the daily and weekly schedules that were applied and used management tools to control and prioritize the tasks.	I am required to put in place, various time management tools and techniques for example setting specific goals, scheduling tasks within the specified period, and finally creating daily schedules.	15-Oct-2024

Summarizing	Short-Term	I will engage in summarization exercises, participate in workshops/courses on effective summarizing. Read articles/texts, write concise summaries, seek feedback from academic resources or tutors.	1-May-2024	Summarizing was practiced with discipline and performance in summarization sufficed.	I have to learn how to prepare abstracts by comprehending complicated sources in different class scenarios	29-May-2024
Paraphrasing	Short-Term	I will read extensively to improve vocabulary, practice paraphrasing exercises. Rewrite sentences/passages, seek feedback from peers or tutors, use language learning resources.	28-May-2024	worked on paraphrasing worksheets and as par turned out to be better in this skill.	I would have to do some daily paraphrases in order for me to improve my skill levels.	25-Jun-2024
Reading	Short-Term	I will Set aside dedicated time for reading, engage in discussions or book clubs. Read regularly, use a dictionary to look up unfamiliar words, annotate texts.	15-June-2024	The dedicated time for reading daily was spent in an active manner taking the form of activating techniques application to improve comprehension.	The process of my vocabulary enrichment should include the constant reading of different texts on a daily basis.	27-Jul-2024
Listening	Long - Term	I will Conduct active listening, get involved in deliberate self-do thing from effective communication. Take part in group works, practice active listening, get mentorship from communication skills workshops or elders. Participate in at least 2 group discussions or public speaking events per month for the next 6 months.	29-June-2024	Engaged in peer discussions while regularly observing focused hearing methods aimed at the improvement of listening skills.	I should engage in active listening exercises on a daily basis; these could include any activity that promotes such as hearing a podcast or going to a lecture series.	29-Dec-2024

Conclusion

In conclusion, the role of academic and research competencies in determining personal development for future learning cannot be emphasized enough. These skills provide the building blocks from which an individual gains knowledge, understanding and prowess in handling both academia as well as its vagaries. When people understand their weaknesses and strengths, a suitable personal development plan enables them to see the weakest aspects, which have to be improved. Moreover, summation and paraphrasing techniques are an integral part of academic studying. These abilities enable people to convert confusing ideas into clear and simple forms that can be easily remembered. In addition, taking organized notes not only organizes data along another dimension but also does better summary of information as it leads to higher grades.

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