

University of Wales Trinity Saint David

ACADEMIC AND EMPLOYABILITY SKILLS

BMSW4001

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Academic and Employability skills

Employers look for a set of skills when hiring new employees. Employability skills are skills required for an individual to remain competitive in the job market. They help a person communicate with their co-workers, solve problems, and undertake their tasks in the company (Rehman, 2014). I have had a chance to develop new skills during the course. The essay focuses on critically reflecting on my learning during this module. Gibbs' Reflective Cycle will be applied in the essay. To fully elaborate and display the activities undertaken and knowledge acquired throughout the course. Thus, the reflection provides a gateway to embracing the continuous learning process and provide a deeper understanding of higher education. The Gibbs' model offers a more flexible collection of assessments and where it incorporates knowledge, actions, emotions and suggests that experiences are repeated (Wain, 2017). Allowing a better reflection of the course and knowledge acquired.

Description

The topics I will be reflecting and analyzing include problem solving and decision-making, Effective Team Working and Communication, Research Methods and Professional Career Development. The module has enabled me to learn how to carry out research using authentic sources. I have had a chance to participate in different activities that have been of great help. Our professor ensured that we all understood the topics. Initially, I had a hard time understanding the various issues during the module. However, now I can handle them confidently both in class and outside. During this module, I have realized that it has made a considerable change in my life. When I am learning topics such as capable team working and communication as well as professional career development, I understand the readings better than before, and I can assess information and incorporate what I have learned in real life. I value the qualities that the module exposes the students to as it has enhanced me as a student and in my career.

Problem Solving and Decision Making

First, I have learned about problem-solving and decision making. Employability skills are essential as they help in day-to-day lives. Various changes are taking place in the employment sector due to globalization, thus creating a demand for highly skilled and quality workforce. Problem-

solving skills are among the important skills required in the employment sector (Keough, 2019). One should have the ability to solve complex issues. Personally, the topic of problem-solving and decision making has been of great help in class and outside school. I now understand how to handle the different situation with ease. For instance, I had an encounter with a young boy who bullied children in our neighbourhood. Initially, I could not approach the boy; however, with time, I decided to talk to him as he appeared confused. He told me that his stepbrother abused him on regular occasions. I had to figure out how to help him using the approaches I learned in class on problem solving and decision-making. After I identified the problem with the boy, I needed to select a goal and generate solutions.

Additionally, I needed to consider the consequences and choose an answer. After this, I needed to implement solutions and access them. Although it was tough at the beginning, through the knowledge, I had acquired during the module. I was able to come up with a solution.

Effective Team Working and Communication.

Effective teamwork and communication is another topic I learned during the module. Communication is essential as it allows interaction between individuals, especially at work (West, 2012). In a work environment, the manager needs to focus on creating great

communication approaches as it generates practical teamwork. I have learned the importance of excellent communication and collaboration. I understand that team members need to respect other people's opinion and give one another a chance to contribute to the activities. For instance, such sensitive information required proper team working to help the boy and enforce a sense of security for the other students. Thus, as taught in this course, teamwork with the other individuals and necessary authorities was very important and helped very much in deciding the steps to take. Therefore, I called my friends to help solve this problematic issue.

Research Methods

Research methods is another topic I learned during the module. I understand how to carry out research and find authentic sources on the internet. Our professor gave us various tasks that required us to use different research methods. For instance, in one of the projects, we were required to carry out research and develop a business plan. Research skills also came into play when we need to know if the stepbrother should be reported to the police for abuse of the matter should be handled differently. Skills used were digital, where we went online to search for similar incidents and how they were treated.

Professional Career Development

Professional career development is another topic that I learned during Moodle. It helped me reflect on my career and the changes that I needed to make to be successful. The skills learned from the Professional Career Development topic were important to help in my career in the process (Arulmani et al. 2014). From that point on, it gave me a view of the skills required to succeed in my career. It also taught me a big lesson on judging people before I find out why they act in specific ways.

Feelings

Before this Moodle, I had little knowledge of problem-solving and effective communication and decision making. But after learning and doing research on the topics, it changed how I handled different issues. I felt that the decision-making process was facilitated teamwork within the institution. The research also plays a significant role when hard choices had to be made. These skills were derived from the course work and impacted profoundly on my career development and work ethic.

All of these skills were learned through the course work, and each of them has been using full in various other settings and incidents. Where problem-solving is needed in a high-pressure situation, and effective teamwork is required to complete tasks. Teamwork is so important it connects to my daily life and when it relates to Problem Solving and Decision Making. These skills make me feel confident and sure about my

skills level and education background. Professional career development is another skill I think that plays a significant role in determining the future of my career. Also, how to manage it and make sure it is optimal.

Evaluation

In retrospect, the Moodle had a mixture of good and bad elements in its execution. But they all let to a deeper understanding of the various roles of an educator and as one of the most critical support structures for children. Evaluation of that situation and the skills learned from each course can be divided into the four main topics.

Problem Solving and Decision Making

Before any decision or a problem is solved, my role is first to evaluate the assigned duties. These duties not only include educating the young one with the designated subject but also looking after their wellbeing. Thus, when distressing issues fall on a student, the teacher is tasked with assisting the child and ensuring none of these problems occurs others.

Team Working and Communication

Thus, the understanding of roles then connects to the knowledge of the larger organizational team and that some of these issues need teamwork. Communication is one of the most important aspects of

teamwork, and it is the core and reason for effective teamwork. It was much easier when I involved other the headteacher and the school counsellor in the issue. The teamwork is essential in all settings and workplaces.

Digital Skills and Research Methods

In this digital world, one must have the technical know-how on the way to conduct and further their career online (Savin-Baden and Tombs, 2017). Therefore, improving research and digital skills mean that one can gather information faster and stay up to date on the best teaching practices. Thus, enabling continuous learning. These skills were instrumental in finding a way forward in the delicate situation at school and permanently resolving the issue. It also plays a vital role in school which uses the required research methods to investigate and gather information on the important topic. Which also means these skills are essential while writing research and report papers.

Professional Career Development

Some challenges are faced while developing one's career and some of these include not understanding the right career path. When the child came into class crying or bullied others, he only got detention and other forms of punishment. But it was an oversight on the part of the teachers and people responsible, as the right way was to get to the root cause.

Guiding the child in the right direction would have helped him and avoid the abuse he experienced. It also an excellent way to gather experience and shape the career path.

Analysis

Teamwork is essential in school and at home, and students need to understand the topic. It helps solve issues in school and the workplace. It also creates the right working environment for everyone within the institution. Also, it is vital to understand the decision-making approach as it allows one to tackle challenging problems within the institutions.

Thus, first understanding the different topics helps one to handle issues within the school and at the workplace. Professional career development is another critical topic. Personally, although I knew what I wanted to achieve when it comes to my career, it was difficult to implement my strategies and achieve my goal. Therefore, the topic has helped me realize that I need to look at diverse aspects when working towards my career goal. I have to be determined and work closely with others who want to attain the same goals. Hence, making decision making and problem-solving seamless. Therefore the structured approach and implementation of skills learned in the course work to handle the issue.

Conclusion

From this experience, I learned that there are various useful topics in the Moodle. Thus, I need to become more attentive to class teachings. It also gave me a chance to use the acquired knowledge in a real-life situation. Also, it taught me to be more open to students and create a safe space for everyone to learn. The insights gathered from this experience are vital in class and my career. Thus, I would want to implement the knowledge in my work and help others understand them. Therefore, I am now aware of how to carry out research, make decisions, how to communicate and make career decisions. It also illustrated the importance of a strong working relationship between teachers and students. There is also a great emphasis on teachers learning about their students and helping them overcome some of the struggles they face in their daily lives.

Action Plan

In the future, I aim to be more attentive to the topics taught in class. I was taking a more hands-on approach researching different topics both in class and outside the classroom. First, I want to focus on understanding more on the decision-making approach. I will also create a great environment with other students. I believe this will help me with my classwork. I will participate in activities that require us to work in a team. I also plan to focus more on my future career and implement the knowledge that I have achieved in class. I also aim towards implementing the knowledge I have gain in undertaking research. I plan to carry out different research as it will help polish my skills.

Conclusion

The Moodle has been of great help in improving my knowledge. I now have a clear understanding of how to handle research and make decisions. I can comfortably work in a team and communicate effectively. Moodle has also enabled me to understand professional career development. It has motivated me to work towards achieving my dream. Before any decision or a problem is solved, my role is first to evaluate the

assigned duties. These duties not only include educating the young one with the designated subject but also looking after their wellbeing.

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