



ACADEMIC AND EMPLOYABILITY SKILLS

BMSW4001

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Introduction

This report is to show different academic and employability skills. The academic and employability skills that is going to be showed are: Time Management, Leadership, Communication and Team Working skills. These skills are fundamental nowadays for us students and employees. Also, it will be informing how these skills are essential for us as students and at workplace environment, will concluding by giving us a chance to consider and recognize some differences between these skills for us students and for employees.

Time Management

Time management is the process how time can be managed in an effective way between specific activities. When time is well managed allows you to work effectively, and the work become less hard, so all the work can be concluded in less time. Not managing well your time can lead to cause of stress. It may seem reasonable to devote precious time to learn about Time Management, instead of using it to continue your work, but the benefits are enormous. when our time is well managed this will help us to gain Higher productivity and efficiency, better professional reputation, less stress, better opportunities for progress and better opportunities to achieve important life and career goals.

Failing to manage your time efficiently can have some serious consequences like miss deadlines, inefficient workflow, poor quality of work, a bad professional reputation paralysed career and Higher stress level.

Taking some time to analyse Time Management techniques can be so beneficial for us now as students and throughout our career. Although Time Management still something that some people have issues with, but others are very good on how to manage their time. It does not matter what is the situation, all we need to know is how to master it, nowadays there is lots of sources on how we can manage our time. Setting priority is very important when we want to adjust to work and do daily activities. (Kotter, 2003-2020)

The Importance to Have Good Time Management Skill

To become successful in anything you want to do in life, it is very important to own Time Management skill.

Studying and applying Time Management as students, will help us to manage our life in our own time. Also, we will be in control and choose where we want to go. Practicing Time Management as students make us gain lots of other benefits, per example: having more time to complete assignments, when time is well managed it will help us to have more productive hours. This will give more tendency to become more discipline with the most important tasks, also it will increase efficiency and productivity, meaning the quantity of work we accomplish it will increase more our knowledge showing that the knowledge we have is much more collected than our co-workers at the same time invested.

Good Time Management gives efficiency to work and learn faster, by helping to become more attentive allowing to pay more attention on tasks. (Morgan, 2017)

Personally, I realized that I have this skill because I' am efficient in getting done what I want to do during the day. The "To-Do "list I

make for myself keeps me on going more than the days that I do not have it.

When I have free time for example in between classes, normally I will use this time effectively by completing some homework instead of browsing on Internet.

Communication

Communication is when signal and message is transferred between a sender and a receiver through various way, by writing, gestures and speaking. It is also the mechanism we use to establish and modify relationships.

When communicating, we are just transferring the information from one place to another, this can be done written by voice, using print or digital media, website, or e-mails, or not verbally using body language, gestures, and tone of voice.

The Importance of Having Good Communication Skill

Poor communication can lead to a miss understanding; therefore, it is very important as students and at workplace to communicate effectively. When we are communicating through any channel, we must make sure that the information is transmitted correctly. It is very important when we communicate effectively because it helps to express our feelings to others such as, associating with others, sending information, advising, teaching, considering, and getting knowledge. (2020, 20018)

Therefore, it is very important to develop these skills either as student or at workplace because it helps us to interact effectively with colleagues or co-workers.

Personally, I will need to improve my communication skill, to do so I will have to identify first the areas I need improvement. However, SWOT analysis can be used to identify these areas to know my strengths, weaknesses, opportunities, and threats. One of the most common area I will need improvement is listening, we all tend to forget that communication is a two-way process, if we fall into the “transmission” trap, where we have just delivered a message and have stopped listening to the response. Most of the time, we are not really listening to others talking, but thinking about what we plan to say next.

Improving my listening skills will likely help improve my relationships, both at work and at university.

Leadership

Leadership is making employees understand and believe in the vision they have defined for the company and work with them to achieve these goals, leadership always involves (leading) a group of people. Leader is responsible for ensuring that there is adequate and effective management for the situation or group in question.

Leadership is the same as some other concepts that are used in common language, it is easy to recognize when it is seen but it is not

easy to define. A person who leads is seen as having certain qualities and abilities. However, it all depends a leader may have been given such role for many reasons and may be unwilling leaders at times because (leadership is not easy), or they may not actually be leading at all.

The Importance of Having Good Leadership Skill

Leadership is an important function of management that helps to maximize efficiency and achieve organizational goals. Therefore, is very important to have these skills if you thinking to become a manager or already working as a manager you must consider the following, creating the correct environment for things to happen, inspiring others to develop emotional and practical goals, having a vision and interpret it in a correct way of how things can be different and having a determination to realize this vision, building effective relationships with followers to ensure that they can follow you in tough times as well as easy times, communicating effectively and regularly, so that followers understand where action and effort are needed and showing things differently to create a brand for the team or organisation. (Limited, 2020)

However, a good leader does not only maintain focus on themselves they motivate, and they inspire others, considering myself having all these qualities makes me realize that Iam a good leader because I do believe in myself and I like to listen and help others, Iam a very self-discipline person, because I like to organize all my works on time and effectively. Recently I became a group leader for Digital skill assignment at the university, this will be a presentation that we will have to do, I believe that more than being a leader Iam a friend, a guide and a support for my colleagues that I'm working with on this assignment, I have learnt to be patient, assertive and more

organized than I am usually, because these is helping me a lot to complete our assignment.

When I was working in Nando's I got promoted to become someone who trains new people, this makes me realize that they saw a potential on me as someone who can lead others otherwise, they would not choose me to take this position. However, it was a great experience because it helps me to build up even more my confidence and recognized more my potential as a leader.

Team Working

When defining Team Working it is very important to consider 2 terms which is Groups and Teams, despite (Muchinsky, 2003) claimed that groups and teams are almost the same thing. The terms consist of two individuals working to achieve something. These individuals will usually have some differences in terms of interests, personality, and skills, but there is something that unites them. In terms of groups and teams, this is probably where the equality between them ends. Team working can be defined as working within a group of people to accomplish a work in a right time. (Morgan, 2017)

The Importance of Having Good Team Working Skill

In their text "Why Teams Don't Work", Robins and Finley (1998) stated number of reasons why teams fail. Most of their ideas relate to the composition of teams to start, but other problems are related

to external factors of the teams. Let us consider these factors, setting team roles, it is important to balance the role profile across team otherwise team will not have enough skill to complete a task. Having ground rules, this will help individuals to develop and follow their own assumptions about how they might work. Those responsible for setting up team, should always provide enough resources and give practical or emotional support when it is needed, trusting on each other this will make a team much stronger. (Morgan, 2017)

Therefore, I do have a good Team Working skill, because I can communicate well with others, by listening them I show them respect which I think is an essential trust- building method, I am a good collaborator because I like participating and offering ideas I am always open to new ideas as well this is an essential ingredients for a harmonious team environment. I do consider myself a good delegate, because when I am working within a team, I like to identify all aspects of a project and allocate tasks to the most appropriate team members.

Conclusion

Base on the result of analysing my own academic and employability skills report, I have realized that academic and employability skills as an important role nowadays if you want to succeed in life.

During my research I came into a conclusion that it is impossible for employees and us students to move forward without having at the least one of the skills I mentioned in my report. Students and Employees should know how to manage their time efficiently to get their tasks done on a appropriate time. Now I have a better idea of how to asses my Time Management skills, understanding the expectations as a student how to manage my time properly to get my assignments done on a right time by wasting less time and using my time more productively.

It was showed how poor communication can lead to a miss understanding, why communicating effectively it is important for students and employees. Also, it was showed how to develop different style of leadership, by distinguish effective leadership from ineffective leadership and why it is important to lead others.

Furthermore, it was analysed how to work more effectively within a team, and why it is important to have these skills.

However, all these four skills I analysed in this report were explained in the book "Business Students Guide to Study and Employability.

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