

Academic and Employability Skills

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Assignment 2

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Introduction

This report identifies the significance of academic as well as employability skills. The report highlights major academic as well as employability skills like time management, transferable, cover letter writing, and CV writing skills. This report uses Gibbs reflective model to reflect on the experience related to academic as well as employability skills like time management, transferable, cover letter writing, and CV writing skills.

Reflection on Academic and Employability skills

Academic skills are skills that include critical thinking, reflective practice, presentation, academic writing, and referencing skills. Employability skills mainly include adaptability, leadership, motivation, teamwork, and communication skills. Employability skills can help individuals to get success in the workplace. Students can become efficient learners through academic skills that can also help in getting success at higher education (Rabiner et al., 2016). Reflection is very important for exploring events, feelings, and experiences from past work or activities. To reflect on my academic and employability skills, I am applying the Gibbs reflective model. This is the structured model that relatively guides the reflection act. Through this model, I can examine my practice and sense of experience from past activities.

Time management skills: It is the employability skills that help people use the time effectively for obtaining better results. Through time management skills, I can allocate my time to a different task and then complete my work efficiently (Sainz et al., 2019). To excel in a career, it is essential to respect the time and manage it in a very effective way. By prioritizing work to complete all tasks on time, I can balance both my personal as well as professional life. Time management skills relatively help me to make a good habit of organizing as well as structuring daily activities.

Gibbs reflective cycle

Description: In college, there were several assignments of different subjects given to me that I have to complete within the deadline. All the assignments were new. I expected that I will complete all assessments on time without any feedbacks. But due to lack of time, I end up making some mistakes in the assessment.

Feelings: Earlier when such an assessment task was given to me I feel worried and did not know how I will complete all those assessments before the deadline. I was frustrated with such challenging assessments of different subjects. I had very little motivation to do this assessment task.

Evaluation: The things that worked so well were that I tried to allocate time on each task to produce good quality work before the agreed deadline. Moreover, the thing that went wrong was that due to completing all assessments before the deadline I end up making mistakes that reduced my grades (Alias et al., 2019).

Analysis: I think that the reason due to which I completed my assessment on time was that I divided time for each task. I think that I did not make some mistakes in my assessments because due to lack of time I had not read the assessment brief properly that led to such a situation. With this task, I learned that if I manage my time successfully and properly then I can feel a greater sense of confidence and accomplishment in abilities (Suleman, 2018).

Conclusion: Through this different assessment task that was to be completed before the agreed deadline, I learned that it is essential to complete work on time without any mistakes. If I have also read the brief properly then I do not have to do rework on my assessments. I will focus on improving my time management skills so that I can complete my entire task within time with accuracy (Sarfraz, 2017). With good time management, I can accomplish more in a shorter period that leads to free time for reevaluating my work, taking advantage of learning opportunities, reducing stress, and getting more success in my career.

Action plan: When I got such challenging assessments to be completed before the deadline then I will set a timeline for each task and also set time to recheck my work to ensure greater accuracy before final submission to the teacher. I will start my task early, set a schedule for each task as well as a deadline. I will also use technology to keep myself accountable. To improve my time management skills, I will set specific goals, avoid distractions, and review my plan.

Transferable skills: This is also called portable skills. It shows the qualities that can be easily transferred from one job to another job. Transferable skills are the skills that are beneficial to employers across numerous industries and jobs (Nägele and Stalder, 2017). This skill can majorly be used to position the experience while applying for a new job in a new industry. It includes skills like adaptability, teamwork, communication, leadership, and technology. The transferable skills can relatively be included by students in an interview, cover letter, and resume.

Gibbs reflective cycle

Description: In the group presentation task at my college, I was being selected as the team leader for the first time. There were a total of five members of the team. Being the team leader of the group I was supposed to assign work to each team member and manage them to complete the task before the deadline. All the members of the team were dynamic and were having different working styles, behavior, perception, and attitude (Assiter, 2017). Due to a

lack of leadership, teamwork, and technology skills I was not able to get good grades in this group presentation task.

Feelings: Earlier when such a group presentation task was given to me I feel frustrated and did not know how I will manage group members. I was worried about such a challenging task. I had very little motivation to work in a team as I never worked in a team so I lack teamwork skills. I also lack communication, adaptability, and leadership skills that hindered me in completing work.

Evaluation: The things that worked so well were that I have divided topics of presentation among all group members so that it can be completed on time. Moreover, the thing that went wrong was that due to the different working styles and behavior of group members there was a conflict that wasted my time in resolving conflict. I have also not allocated work based on the skills and knowledge of group members due to which some of them were having difficulty in completing the task. I faced a lot of difficulty in explaining presentation points in front of other people due to a lack of communication skills.

Analysis: With this task, I analyzed that the thing that went well in this group presentation task was that to complete the task on time I have divided topics among group members. And the thing that went wrong was that I was not able to resolve conflict among group members during the completion of tasks and also did not allocated work among team members based on their skills and knowledge due to which they all faced difficulty in doing work. Through this task, I learned that transferable skills can help me in enhancing career opportunities.

Conclusion: Through this group presentation task, I learned the significance of teamwork, communication, adaptability, and leadership skills. If in the future I will be given such a task then I will divide work among team members based on their knowledge and skills. I will also listen to everyone's views to resolve conflict and work on my body language and confidence to share my views in front of everyone properly (Carvalho, 2016).

Action plan: With this task, I learned that I need to improve my transferable skills to complete such a task in the future. To improve teamwork skills, I will clarify purpose, establish team rules, divide tasks based on knowledge, skills, and abilities of group members, recognize and reward group members. I will improve my communication skills, I will develop listening skills, attend the conference, workshop, use simple words, maintain eye contact, and focus on body language (Nägele and Stalder, 2017). I will improve my

leadership skills by taking on more challenging projects, developing situational awareness, inspiring others, learning to follow, or resolving conflicts, and by being a discerning listener.

CV writing skills: This skill highlights the ability of an individual to highlight academic or professional history in a detailed document. Information like achievements, awards, grants, scholarships, and experience is mainly included in CV by people (Abdalmagid, 2020). Through these skills, I can summarize my achievements, skills, education, and professional history. By improving CV skills I can get and provide a concise brief of education, skills, and previous role details. Students need to make the CV specific to the background and must tailor it according to the job.

Gibbs reflective cycle

Description: For example, several companies came to hire suitable candidates for the job opening. This was the first time I was supposed to prepare my resume and highlight all my skills, knowledge, or experience in a detailed document. Due to a lack of CV writing skills, I did not write some important points in my resume that led the interviewer to ask me about such things.

Feelings: I have not made my resume earlier so I feel worried about how I will make my CV with integrity, commitment, and enthusiasm. I feel frustrated and wasted a lot of time analyzing my strengths to highlight in the resume. I took the help of my friends and teacher who helped me to know to explain my skills.

Evaluation: The things that worked so well were that I have highlighted some important points like education, experience, knowledge, achievements, skills, and achievements in the CV. Moreover, the thing that went wrong was that I forgot to include some points in my CV like the year and grade of completing education and personal information. This has a negative impact on the interviewer.

Analysis: With the CV writing work, I analyzed that the things that had gone well were because I have written important information related to education, experience, knowledge, achievements, skills, and achievements in CV but the thing that went wrong was that I forgot to write my personal information and year or grade of completing education. Through this task, I learned that by developing CV writing skills I can make it impressive and catch the interest or attention of the reader (McGuire and OBroin, 2019).

Conclusion: Through this job fair, I learned that it is essential to develop CV writing skills to make it more creative while establishing credibility. If next time I will make then I will include all details in my resume and make it more attractive to attract the reader's attention.

Action plan: To improve my CV writing skills, I will use the core skill section, use a professional email address, quantify personal achievement, and chose strong words. I will also search the CV format on Google and then prepare my resume to make it more creative, informative, credible, and attractive. I will also proofread and keep my resume brief to improve my CV writing skills (Abdalmagid, 2020).

Cover letter: This skill is used by students to prepare a written document showing the credential and interest in the position. If a poor cover letter is submitted to an employer then it may have a negative effect on the interview. Through this skill, students can show the reason why they are best for the organization. I need to make the cover letter for my resume in a visually organized and clean form (Benzel, 2020). Through this skill, I can provide additional background information related to the job application.

Gibbs reflective cycle

Description: For example, some companies came to recruit candidates. I enrolled myself, prepared a CV, and gave an interview. I have not structured a cover letter properly that had a negative impact on the employer.

Feelings: I have not written a cover letter earlier due to which I was not able to know the things that are to be included in the cover letter. I made a lot of mistakes in writing cover letters.

Evaluation: The thing that went well was that I submitted a cover letter mentioning the interest in the position to the recruiter. The thing that did not work well was that I did not make a cover letter in an organized and clean form.

Analysis: Though this experience, I learned that thing went well because I have highlighted my credential and interest in the position but did not organize it properly that laid poor impact on recruiter (Hanna, 2019).

Conclusion: With this experience, I learned that I need to develop cover letter writing skills so that I can provide additional background information related to the job application.

Through this experience, I learned that by developing cover letter writing skills I can showcase a unique combination of skills or experience meeting the job requirements.

Action plan: To improve my cover letter writing skills, I will keep it brief, use keywords, and provide my interest in the job position (Benzel, 2020). I will also include all skills related to the job position in the cover letter and structure cover letter.

Conclusion

The report concluded that today in this competitive marketplace, employers look for those employees who have employability skills like adaptability, leadership, motivation, teamwork, and communication skills in them. The report showed that I can become an efficient learner by improving my academic skills like cover letter writing, and CV writing skills. The report has used Gibbs reflective model to reflect on the experience related to academic as well as employability skills like time management, transferable, cover letter writing, and CV writing skills.

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