

Academic and Employability Skills

BMSK 4001.

Contents

Introduction.....	3
Discussion	3
Identification of five different skills.	3
Identification of level of competencies:.....	5
Identification of competency levels which needs to be developed:.....	5
Perspective of graduate students for the employment opportunities and self-assessment.....	6
SWOT Analysis	6
Smart goal	8
Medium term goals	9
Conclusion	11
References	12

Introduction

Academic skills denote approaches for learning which is considered essential for learning and good grades which is useful for learning throughout our daily living. On the other hand, employability skills are defined as the skills that are required not only for gaining employment in the organisation but also to progress in the enterprise through improving the potentiality and contributing success to the strategic decision (Salas *et al.* 2017). The study has focused in the different skills that are required for one to achieve success in the organisation. The study has also focused on the different levels and competency levels with SWOT analysis and person specification. In the last part the action plan was adopted for improving the problems.

Discussion

Identification of four different skills

In this competitive world each and every organisation demands for more attention to the employability skills of the graduates. The wider range of variation in different companies and the changes adopting in the environment has increased the need of academic skills and literature research. The identification of four different skills will help the organisation to understand the need of the employees and will fulfil the different roles (Mertens, *et al.* 2017).

Communication skills: Communication skills are one of the eminent parts of the personality. It is very important to have good communication skills with positivity. Improvement in the communication skill will help the person to achieve success and will improve the confidence effectively (Raaijmakers, *et al.* 2018). The adoption of communication skill will give clarity and direction and will also clear and defined the policies in the organisation for the employees. The interpersonal communication skills like listening and writing will give a boost to the personality in the particular organisation. The effective communication skill is not only part of the best quality of an employee but also count as a way of interaction between people for transferring information. However, the various type of communication skills helps professional a to communicate with others and improving their own working qualities. The use of effective communication is also useful for achieving organisational goals and solving problems within the workplace.

Problem solving and analytical skills: The presence of employability skills like analytical thinking and problem solving involves in the organisation for breaking down the component parts by introducing fundamental thinking process and analysing a wide variety of business problems. Analytical skills will help evaluate the complex problems with critical thinking ability, decision making and researching skills. This will help in brainstorm the alternative by balancing the creativity and logical thinking which will help to increase the problem-solving skills among themselves. The use of problem-solving and analytical skills is part of understanding a situation and taking the appropriate decision which is related to analytical thinking and solving the situation. The major area of the skill is to help in developing decision making skill, which is useful for both the organisation and employee.

Planning and Organisation skills: The candidate or the employers should process planning and Organisation skills to mention their work by maintaining the Limited sources. This will help to achieve short- and long-term goals of the organisation. This also helps the candidate to focus their attention on the objectives and result with a sense of direction (Mertens, *et al.* 2017). The planning and organising skill are counted as a major part of management and leadership area. With effective planning skills and Organisation skill, an employee is able to organise and plan his own organisational work for managing the time. Besides that, the systematic work improves the work efficiency.

Ethical and leadership skills: A candidate should understand about the ethical behaviour which will help to increase the morality among them in the organisation. Maintaining ethics in the organisation can lead to a key success among themselves. On the other hand, the quality of leadership will help the team to work together and influence to motivate the employees in the organisation. The leadership skills need to be ethical enough which help the employee to inspire others. Morality is counted as major part for the leaders which help him in influencing the group of employees for achieving the organisational vision.

Identification of level of competencies:

Competencies can be defined as the skills that are incorporated in the job behaviour which has demonstrated the ability to perform the job requirements competently. The development of competencies in a candidate should reach the understanding of behaviour and performance according to the objectives of the organisation. The learner should understand the opportunity of learning through different academic skills which will improve the competency level among them and optimize the development and operational efficiencies (Harper, 2016).

The learner or the candidate in the organisations should focus on verbal, nonverbal, written, communication skills and competences. This will highly develop the competency level in listening as well as in writing which will improve in the clear communication and will reduce the mistakes of grammar usage in a professional way.

The learner should focus on problem solving skills which will help to compete with the complex situations in the organisation. This will help to measure the ability of the candidate and the development of analytical thinking will help to compare in the current level of proficiency in the organisation.

In order to increase the level of competency, ethical and leadership conducts should be present in the candidates which will increase in the ability of strategic changes to meet the goals of the organisation. This will develop new performance management system for measuring the staff performance and budget process agency widely (Glajchen, *et al.* 2018).

Identification of competency levels which needs to be developed:

The need of employability skills is increasing day by day according to the competition. Each and every organisation focuses on few competency levels that can deliver the best in the organisation. The SWOT analysis based on the actual experience and self-assessment can help to understand the level of competencies needs to be developed in an organisation (Cebrián, and Junyent, 2015).

Perspective of graduate students for the employment opportunities and self-assessment

SWOT Analysis

Skills	Strength	Weakness	Opportunities	Threat
Communication skills	Clarity while conversing with others, politeness and confidence are the strength.	Stammering at few times can damage the relation and misunderstanding true wrong communication can be a weakness.	Communication with different people and conversing with friends in telephones. Also preparing presentations in front of everyone.	Anger and jealousy can be a huge threat for improving the communication skills.
Problem solving and analytical skills	Self-direction, making right decision for solving the problems, Soft skills true education and training can be and creative and effective way in the organisation.	As it is an own decision and own technique of improving so there might be a communication gap which can be a weakness.	The problem solving, and analytical thinking can solve the issues which are occurring in the organisation. This can also improve in the career and can lead to promotion.	Conflicts, hatred and non-acceptance of different ideas can be a threat for the learning skill.

Planning and Organisation skills	It can help to create delegation among the work, buy meeting the goals and objectives of the organisation within the deadlines. Proper scheduling of the different activities and managing the project management can be the strength of planning and organising skills.	Discussing about improving and developing the strategy with others in the organisation can be a weakness.	Conflict can be solved in and creative manner. It can also leave the complexities and enhance the person with more learning and development through different ideas (Salas <i>et al.</i> 2017).	Hurt, insulting etcetera can be a comfort for this type of learning skills.
Ethical and leadership skills	Improve the confidence level for working dedicatedly in the organisation, communicating, adopting the different risk easily that are involved in the organisation. Removing the	Self-love can be a challenge. Failing to improve the efficiency in the team, not maintaining the conduct of the organisation properly can be feel weakness.	Candidates can be motivated for achieving the goal team teamwork and presentation. The proper different ethical rules can improve the efficiency of work in the candidates.	Disliking, stagnancy Entrance of the dishonest Associates etcetera can be a threat (Brusaferro, <i>et al.</i> 2015).

	ego and increasing the behaviour by friendliness can be strength for this skill.			
--	--	--	--	--

Smart goal

Smart goal can be defined as the strategy for measuring the candidates who economics like specificity, measurably, acceptance, realistic and time bound. This goal has improved in the direction for achieving the goals and objectives of the organisation. To achieve the academic skill in the organisation by identifying the desired candidate smart objective goals is the important method for improving in the employability skills (Bowman, *et al.* 2015).

Specific	After assessing the reliability, for becoming marketing manager, the learner needs to adopt the skills to improve the confidence which will improve personal development. Effective communication skills will be appropriate for this specific job role.
Measurable	For achieving the dream, the learner has to try as much as possible by adopting the communication skills within 2 months. Later on, he needs to focus on different plans for achieving the target of being manager.
Agreed upon	The lack of self-confidence and nervousness can be overcome through the help of communicating and interacting with everyone

	and recognising the potential it is for creating successful self-development plan. The learner has to plan to take little training for developing the personality as well as public speaking skills.
Realistic	Taking courses from the different Institution and attending the workshop for improving the employability skills will improve the confidence and knowledge within time.
Time based	For achieving it, initially, 3 months are needed to improve the self-confidence and communication skill. However, for achieving the target for being a manager an individual needs a lot of time to grow.

Medium term goals

For achieving the employability skills an individual has achieved the medium-term Action Plan according to his academic skills which he has gathered in his graduation level study. This will help him to boost his own career and his sincerity. The hard work will help him to improve the confidence and his weakness of stammering in front of everyone. The aim and objective of the mission is to develop potentiality, confidence and aspiration for building a good and effective portion for working in the organisation (Hayes, 2015). The achievement of medium-term goals will help him to improve the workforce strategies and develop the analytical thinking.

Goals	Activities	Time required
Communication skills	Making a lot of friends. Communicating with through	4 months

	phone. Presenting different presentations Among many people. Watching YouTube for improving the communication skill. Reading books.	
Problem solving and analytical thinking	Applying voluntary opportunities for future helping to different people. Trying to solve the puzzles in the newspaper.	8 months
Ethical conduct and leadership skills	Understanding the rules and regulations of the organisation. Following it vigorously. Maintaining a good team bonding and motivating every employee to work.	3 months.
Planning and organising skills	Organising and planning the different activities which side to in day to day life. Maintaining the time limit.	1 year

Conclusion

In light of the above discussion, it can be concluded that the four different identified skills have their own effectively in a process of employment. These are not only beneficial for the employee but also interrelated with the achievement of organisational objectives through the hard work of the employee. That is the major reason why each of the employees has to work on developing the specific skills for improving his work efficiency in the organisation. The action plan and SWOT analysis has focused on the employability skill which is required for the organisation. Also, an improvement plan has improved the capability for the employees with its skill for achieving a good life balance in day to day life as well as in professional life. The overall study has concluded about the degree of benefits of academic and employability skills in every phase of life.

References

- Bowman, J., Mogensen, L., Marsland, E. and Lannin, N., 2015. The development, content validity and inter-rater reliability of the SMART-Goal Evaluation Method: A standardised method for evaluating clinical goals. *Australian occupational therapy journal*, 62(6), pp.420-427.
- Brusaferro, S., Arnoldo, L., Cattani, G., Fabbro, E., Cookson, B., Gallagher, R., Hartemann, P., Holt, J., Kalenic, S., Popp, W. and Privitera, G., 2015. Harmonizing and supporting infection control training in Europe. *Journal of Hospital Infection*, 89(4), pp.351-356.
- Cebrián, G. and Junyent, M., 2015. Competencies in education for sustainable development: Exploring the student teachers' views. *Sustainability*, 7(3), pp.2768-2786.
- Glajchen, M., Berkman, C., Otis-Green, S., Stein, G.L., Sedgwick, T., Bern-Klug, M., Christ, G., Csikai, E., Downes, D., Gerbino, S. and Head, B., 2018. Defining Core Competencies for Generalist-Level Palliative Social Work. *Journal of pain and symptom management*.
- Harper, D.S., 2016. Assessing the professional competencies of correctional executives' and senior-level leaders. *The Journal of Competency-Based Education*, 1(2), pp.90-97.
- Hayes, S.C., 2015. Analytic goals and the varieties of scientific contextualism. In *the Act in Context* (pp. 126-142). Routledge.
- Mertens, E., Heylighen, A., Declercq, A., Hannes, K., Truyen, F., Denier, Y. and Dierckx de Casterlé, B., 2017. QualiBuddy: an online tool to improve research skills in qualitative data analysis. *Qualitative Research Journal*, 17(4), pp.306-318.
- Raaijmakers, S.F., Baars, M., Schaap, L., Paas, F., Van Merriënboer, J. and Van Gog, T., 2018. Training self-regulated learning skills with video modeling examples: Do task-selection skills transfer. *Instructional Science*, 46(2), pp.273-290.
- Salas, E., Prince, C., Baker, D.P. and Shrestha, L., 2017. Situation awareness in team performance: Implications for measurement and training. In *Situational Awareness* (pp. 63-76). Routledge.