

**Academic and Employability skills**

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## **Introduction**

In this report I will be analysing my own academic and employability skills I have gained while studying at UWTSD and will be reflecting on my progress from the beginning of term one to the end of term two.

## **Description**

I have been asked to write a reflective report on the skills iv acquired while studying at UWTSD and I will be using the Gibb's reflective cycle to show my learning journey.

**Confidence**, being one of the skills I have learnt, I realise that it is an important skill to have in a business environment.

"Improving your self-confidence skills will positively affect every area of your life. Focus on these main skills and learn how to transform your relationships and everything you do.

If you are lacking in this self-confidence, you probably know the difficulty of expressing yourself as you wish, asking for what you need, or asserting yourself when necessary.

You may choose your words carefully but still your message isn't getting across or you fail to get the response you want.

Communication is not just about what we say, or even how we say it. Research shows body language contributes 55% of what we communicate, tone of voice 38% and what we say, only 7%.

So how you appear and the signals you give off are the most important part of your message and often determine the outcome of your communication.

Of all the self-confidence skills, this ranks amongst the highest since communication is the very stuff of life” (Doyle,2016).

## **Organisation skills**

Is one of the skills I've gained and why it is a good skill for me to have in a workplace, it shows structure and being able to prioritize.

“When employers are hiring, one of the top skills they look for in candidates is organization. Organizational skills are some of the most important and transferable job skills an employee can acquire.

They encompass a set of capabilities that help a person plan, prioritize, and achieve his or her goals, which in turn can save a company time and money.

These skills are essential for multitasking and keeping a business running smoothly and successfully. Employers aim to recruit

applicants who can work to achieve results consistently, even when unforeseen delays or problems arise.

Organization skills are those related to creating structure and order, boosting productivity, and prioritizing tasks that must be completed immediately, versus those that can be postponed, delegated to another person, or eliminated altogether.

Maintaining strong organizational skills can reduce the chance of developing poor work habits such as procrastination, clutter, miscommunication, and inefficiency.

Managers look for employees who can not only keep their work and their desk organized, but for those who can also adjust quickly to the organization structure of a company” (Mcgowan,2019

**The ability to work under pressure,** is another skill I learnt, you need this skill in a business

environment as every day you may find yourself in situations that you will need to think and react to affectively and quickly.

“Being able to deal with pressure in the workplace is a highly sought-after skill. If pressure at work is part of your everyday life, you will be pleased to learn that there are things you can do to both lower the pressure and prove to others that you can handle pressure effectively.

Maintain a calm demeanor no matter what happens. This takes some practice, but the more you practice, the better you will get.

Staying calm demonstrates that you can take things in stride and complete your tasks even in the face of difficult circumstances.

Even though the day may be stressful, keep your mind firmly focused on completing your regular responsibilities.

If you notice your co-workers are struggling with their tasks, help them finish and become the leader you know you are.

Refuse to engage in arguments or other disagreements with your colleagues. Keep busy to enable your thoughts to remain positive and focused. We all get sucked into drama periodically.

But, if you are getting really wound up, stop and think what you feel the final resolution should be. Stop, breathe, take a step back, and then proceed with a clear mind.

Part of your job as an employee is to protect your employer. Notice if there is something out of line and get the help that you need immediately.

Assessing the situation and taking care of issues right away demonstrates that you can think clearly under pressure.

Taking short breaks helps you release pent-up stress, rejuvenates you, and enables you to be more productive. Take a walk to the restroom or just get up and move about your office space.

From time to time, your company may need help with a large or complex project. Take on the responsibility willingly.

Showing your ability to be flexible demonstrates your willingness to step out of your comfort zone, openness to learning something new, as well as your ability to handle added pressure.

Carry on with your responsibilities, no matter what is going on. Consciously bringing your mind back to your current action in completing your important tasks

will help you let go of worrying and other stress” (Bush, 2015).

**I have been analysing commercial awareness skills,** this is an important skill for me to have when I want to run my own business this gives me the knowledge of how a business makes money, what customers want, and what the problems are in a business.

“commercial awareness is an understanding of what your company needs to do to be profitable, be successful, and serve its customers well.

With it, you know your organization's core values, biggest competitors, key stakeholders, and current business challenges.

You also know the organization's strengths and weaknesses, and you can apply that information to make sensible decisions.

Many companies see commercial awareness as a key requirement in potential recruits, People who take the time to understand how the organization operates and makes a profit, as well as how the industry as a whole works are the sort of people who then demonstrate" (Llopis,2020).

## **Feelings**

Learning new employment skills has been a rewarding experience even though I have had some challenging moments its always been worth it in the end I've been pleasantly surprised on how much I have enjoyed learning.

## **Evaluation**

The positive thing about my learning experience is that I am confident to take

what I have learnt and implement it in a working environment.

One of my not so positive experience is that I must retake some of my modules again so at the start of the first term that did put a downer on my learning experience.

I have tried to not let this get me down and are just looking forward to carrying on learning.

This term has also had its challenges due to the horrific coronavirus that has made studying a lot harder.

Because we have had to do our lessons online and that has made other complication's come along the way, also with home life having to juggle looking after my children while trying to

study at the same time with being on lock down.

## **Analysis**

I Have analysed that having these employment skills will increase my career and will make me a vital employee that an employer would like to have in their team.

## **Conclusion**

There are many ways of obtaining essential information, what I could have done better is spent more time on my researching.

## **Action plan**

With the many challenges that has come my way this has made me more acquit to deal with

any similar situations that may accrue on my learning journey.

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## **My strengths are**

I am good at listening and taking in important information that i can apply in my day to day life.

I'm also an ambitious person as i like to achieve my goals and whatever i set my mind on i seem to work hard to succeed it and do it in an emphatic way.

I can imagine how someone else feels and sympathise with others so that makes me an empathetic person that's why I like giving to charities and like helping people. Passionate.

I'm passionate at what I do so this allows me to work efficiently and effectively.

## **My weaknesses are**

I can leave things to the last minute, but I still always meet the deadline.

I also can be shy and get nervous to talk when doing a presentation, this makes me come out of my comfort zone and do things that make me uncomfortable, this allows me to turn my weakness into a strength.

## **Opportunities**

Opportunities are a combination of different circumstances that offer a positive outcome, if taken advantage of.

opportunities are *external* that means that unlike Strengths, however hard you try they cannot create opportunities they can only position themselves to gain maximum benefit from them.

The way you can remember it is that opportunities are positive and external it benefits those who can take advantage of them.

## **Threats**

A threat is another term for risk, a circumstance outside the company's control that could have a negative effect on a production.

Companies face numerous threats far off those caused by direct competitors. Changes in the

adjusting environment can have an unfavourable impact on performance.

analyse and reflect on your academic progress e.g.  
by comparing how you felt about this module at the beginning and at the end of term 1

