

Academic and Employability Skills

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Introduction

The current world of employment is very competitive. Employers ask for some job-specific skills for specific professions. Based on the roles and responsibilities in the workplace skill requirement can be different. However, there are some common skills that employers ask for regardless of the field. Employability skills are required for not only getting a job but also for career progression. There are some academic skills that help a student to explore their academic objectives. There are some common employability skills. Sometimes some differences can be noticed between academic and employability skills based on their use and requirements (Trought, 2018). However, students require both academic and employability skills to become successful in life. I'm currently working at KFC as a supervisor. The classroom activities, as well as my workplace activities, have enabled me to improve my academic and employability skills. Academic and employability skills are the basic requirements in today's world for success. Acknowledging the significance of academic and employability skills in personal and professional life this report aims at exploring my personal analysis using different personal analysis tools that were discussed to explore a brief understanding of the world of employment. Firstly this report will explore personal analysis using a personal SWOT analysis tool, and then it will apply a time management framework to make a balance between daily tasks. Then it will apply a personal development framework based on my career objectives and the current scenario of my skills and competencies.

Analysis and Development Plan

During this module, we were introduced to different types of personal analysis tools such as personal SWOT analysis. Besides, we have learned how to apply time management framework in our daily life. We also learned how to develop and design a systematic personal development plan based on the career aims, objectives, mission, and vision. The applications of these tools are as follows:

SWOT analysis

The elaboration of SWOT is as follows:

S= personal strengths

W= personal weaknesses

O = Opportunities

T= threats.

This personal analysis tool is widely used to illustrate how personal strengths and weaknesses can potentially fit into external strengths and opportunities (Trought, 2018). Application of the model is as follows:

Strengths	Weakness
Currently, I am working at KFC as a supervisor besides I'm continuing my study on the development of leadership and management skills. My academic career, as well as workplace experience, has contributed to the	Though I have improved my face-to-face communication and oral communication skills, I have

development and improvement of my academic and employability skills. Thus I have identified the following strengths: Being a supervisor, I need to communicate with numerous customers directly. As a result, I have improved my communication skills. In KFC, we always need to work in a team. While working in the team I need to allocate roles and responsibilities to the team members based on their strengths and weaknesses. Besides, I continually need to manage team cohesion and motivation to increase team engagement of the team members. Thus I have also improved my team working skills. During my work, I continually manage tasks based on their importance and emergency. Thus I need to use time management strategies in the workplace. Besides, this module has also enabled me to apply a time management framework. So I have also improved my time management skills. In KFC, I need to focus on leadership and management techniques for managing my team members. Thus I have also improved my leadership and management skills. KFC encourages all its Employees to remain organized and motivated. As a result, I have improved my self-motivation along with my work skills. I also need to deal with critical problems and challenges while working. KFC enables us to think differently about the challenges and covert the challenges into opportunities. It also improves my problem solving and critical thinking skills.	weaknesses in written communication skills. My leadership skills can also be an area for improvement for career progression. Self-management skills need to be improved for getting a promotion. Though I have improved my time management skills, I still suffer while working under pressure. Thus I also need to improve my stress taking abilities. According to Adair, J. and Allen, M., (2019), there is no endpoint in improving critical thinking and innovation skills. Thus I need to improve it. According to Stewart, (2018), emotional intelligence including self-awareness, self-regulation, empathy, and self-motivation skills are needed to be improved for career growth. Thus I also need to improve it.
Opportunities	Threats

I have the opportunity to start my own business like a restaurant business in the UK is providing a very good return on investment. I have the opportunity of getting a promotion as an area manager at . As a student, I have the opportunity to make myself competent for the competitive business world using academic resources and workplace environment. I have the opportunity to get another degree to improve my skills as well.	The world of employment is very competitive and COVID'19 is making the world uncertain. According to ILO, COVID'19 can result in a loss of 160 million jobs all around the world. So, my career growth at KFC can also be threatened by it. The UK is also experiencing an uncertain future. The economic downturn can create barriers for taking more degrees for skill improvement. My career growth can be hampered due to resource scarcity and financial drawbacks. If the current pandemic continues I can also lose my employment.
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Time Management

During the module, we were introduced to different types of time management techniques to improve personal time management. For me Personal To-Do list is most effective because it can ensure a balance between daily tasks. Time management is defined as the process of planning and controlling daily activities over the use of time. Effective time management ensures effectiveness, efficiency, and productivity. However, to manage time it requires an effective approach for planning daily activities that are required to perform. To ensure the effective use of time we need to have SMART objectives of daily activities (Cottrell, 2015). We need to perform numerous tasks daily within the framework of 24 hours. I need to allocate time for study, jobs, family, friends, games, and recreation. Thus I need to use a systematic approach to manage my time effectively and efficiently.

Personal development plan

According to McCormick, E., (2019), to develop an integrated personal development framework, we need to consider our career aims & objectives and strengths, weaknesses, opportunities, and threats. Personal SWOT has already explored my strengths, weaknesses, opportunities, and threats. According to Cottrell, (2015), analysis of the world of employment is the prerequisite for developing a career development plan. Now it is required to analyze the real world for academic success as well as career progression.

A brief understanding of the world of work

Today's world of employment is getting more and more professional. Each field of the profession requires some specific skills and competencies.

Mr. James Rodrigo a former HR manager at Robert Half said in an interview with BBC that students should develop employability skills in their academic life. Effective communication skills, networking skills, and public speaking skills can help a student to get a job. However, career growth requires effective time management skills, negotiation skills, technology skills, teamwork skills, problem-solving skills, emotional intelligence, and the skills of working under tremendous pressure.

Trought, F., (2018) said that stress taking and flexibility can help a worker to adopt with challenging situations and ensure career growth.

Adair, J. and Allen, M., (2019) argued that communication skill is a broader term. It includes verbal communication, non-verbal communication skills, and written communication. Majik, (2020) added that employees often require preparing different reports, speeches, and sending emails. Thus job seekers must need to develop good writing skills including grammatical factors, sentence structure, paragraph structure, clause structure, and interrelationships among different contents. Besides effective paraphrasing and summarizing is also a crucial part of effective writing.

Self-management, perseverance, persistence, self-regulation, self-awareness, motivation, and empathy are also considered as important employability skills (Stewart, 2018).

Personal development plan

Particulars	Short-term activities (next three months)	Mid-term activities (next six months)	Long-term activities (next two years)
Goal I want to start my own restaurant business	I will focus on the development and improvement of the basic skills required for restaurant business.	Will start to evaluate my skills and competencies using interviews and online tests.	I would like to develop an integrated business plan for restaurant business.
Required skills and competencies According to Ruetten, (2012) starting a restaurant business entrepreneur require to have effective communication skills, team working skills, negotiation skills, effective report keeping, time management skills, stress taking skills, leadership skills, problem solving skills, etc. So, I also need to develop and improve these skills.	I will focus mainly on communication and negotiation skills in this timeframe.	I will focus on the improvement of my leadership, negotiation, critical thinking, and problem solving skills.	I would like to make me efficient in all the areas of required skills for efficiently running the restaurant business.
The next steps I am going to develop and improve the above mentioned skills through class resources, developing personal skills	Practice the classroom notes and learn from current position.	I would like to continually practice and evaluate the learning.	I will participate in interviews and online test to evaluate myself.

development notes, and from my current jobs at the Gym.			
Resource requirements According to Adair, J. and Allen, M., (2019) developing academic and employability skills require the support of books, newspaper, journals, online platform for skills test, free time, classroom resources, etc. So, I also need the support of these resources.	I would like to collect and manage the required resources for the development plan.	I will focus on the effective utilization of the resources considering the benchmarks of the learning.	I will evaluate the appropriate use of the resources and will focus on the collection of additional resources for further development.
Time schedule I aim at starting my business within three years from now. So, I am going to start the implementation of my personal development plan within one week and expect to finish within two years.	Ensure the completion of the short term plan.	Ensure the completion of the mid-term plan	Ensure the completion of the long-term plan
Completion	Starting date: 01/05/2020 Finishing date: 30/07/2020	Starting date: 01/05/2020 Finishing date: 30/010/2020	Starting date: 01/05/2020 Finishing date: 30/04/2022

Conclusion

This report discussed, analyzed, and evaluated different aspects of academic and employability skills. For personal analyses, it has used a personal SWOT analysis framework. Then it discussed and applied time management framework. Time management framework showed how we can efficiently balance our daily activities. Finally, the report analyzed the world of employment in line with the career aims and objectives to develop a personal development plan. The personal development plan has considered career goals and ways of achieving career goals. These activities are done in line with the learning from this module. However, to explore the success of these tools and techniques require timely and effective implementation. So, effective and timely implementation of the learning from this module might ensure sustainable career growth.

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