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Introduction:

The main idea of this assignment is to analyse the academic and employability skills in order to be successful in the workplace. I have chosen 7 skills to discuss and for each skill there will be a definition, why it's important to have the skills, how to improve them and at the end a conclusion about this. The skills which are going to be analysed are time management, teamwork, leadership, problem solving, planning and organising, creativity and at the end ability to learn and adapt.

TIME MANAGEMENT

Management of the time means knowing how to manage time at work. When an employee begins to work, it always must start with what is more important to do and at the end what is less important. This helps to work quickly and in a very short time, which is important for employees. Moreover, when a person works in a company or is involved in a business, employees must always ensure that everything is done in such a way as to help the company / business develop.

It is important that employees have this ability because it helps the productivity of the business and at the same time they can evolve. Therefore, having this ability can motivate to improve the quality of work.

In order to be able to improve time management, employees must always know what is important to do and not waste time doing things that are not very important; so, all employees will improve this skill.

In my point of view, I need to improve time management at work because I always focus on small and useful things. Therefore, I must learn to do the first thing that is most important and set my goals and objectives at work and this will help me to evolve as an employee. However, it will also help the productivity of the business, which will help me to develop myself.

TEAM WORK

Collaboration infers people who has the interests of the gathering on the most principal level, attempting to profit the gathering. Be that as it may, coordinated effort it is not particular to gatherings. For example, workers can see verification of cooperation in a warning gathering, which may not so much believe itself to be a gathering. In this circumstance, participation might be unpredictable co-movement, reasonably collaborating for time periods. A gathering solidifies characteristics with a typical obligation to execution, it is not just about bouncing on well together. Joint effort is basic for gatherings to work reasonably (The Happy Manager, 2020).

Teamwork plays a very important role in the realization of projects in which several people are involved. First, teamwork can be highlighted by the proverb 'Where the two power grows', outlining the fact that working in the team any project can be easily accomplished. Secondly, the opinions of the team workers help us to perfect our project, obtaining better results. Finally, the team spirit and the work will be praised too, the project having more chances to be praised and appreciated. Therefore, by the arguments mentioned above but also by the fact that teamwork is much more fun, it can be said that teamwork is very important when carrying out a project.

Any group should have a leader who know how to lead the group, concoct smart thoughts, rouse the gathering, help them impart, team up and help one another, to do the undertakings they have gotten. The group do no need to be made from numerous workers, better less and progressively productive; The more people are in the group, the more meaningless they grow in conflict. Therefore, envy can be created between workers.

Colleagues must accomplish execution for the whole group, to play out the obligations of administration, and not to demonstrate to associates that they are better, that they can accomplish more than they do. Each colleague must to assume their own errors, not to accuse the others. However, in every teamwork, there must be collaboration, respect and understanding in order to complete the work / project.

I think I have this ability to work in a team. In my vision, teamwork requires the ability to guide and assist colleagues when needed. Working in a team, each member has the right to express their own opinion, because collaboration is the key. Therefore, my ability to guide and guide my colleagues is a good one and I trust that I can also be the leader of a group.

Leadership

Leadership represents the people capable of communicating, interacting and having the ability to organize and guide. Leaders assumes all responsibilities as the spokesperson for a group. The leader is a teammate and could distribute the appropriate tasks to the members of the respective group. Initiative is the specialty of rousing a social occasion of people to act towards achieving a common goal. In a business setting, this can mean planning pros and accomplices with a methodology to address the association's issues.

It is crucial that representatives understand the hugeness of organization capacities. It is important for the representatives to have this ability because it will always be the important point in a group. In order to become a good leader, employees around a leader must be able to understand the leader, help when needed. Therefore, in the workplace there will always be people who will try to create problems, because every employee wants to have this ability.

In the way to lead a team by example, everything must to be clearly explained. However, leaders should make sure they have a good communication skill first. This is one the most important skill in a workplace, otherwise the employees could not do their job properly. For a business it is very important to have the best leaders to provide a good quality of work, to lead the employees by their example and this can grow up the business.

If there is not a good leader to teach them how to act as a team, the business might fail.

In my point of view, I can lead a group or organization because I know how to talk, what to talk, when and how. Leadership is not just about leading a group; it is about being able to represent your colleagues both for good and hard and to be able to make the right decisions when needed. However, being a leadership, it is not that easy as it looks.

Creativity

Creativity just means having the choice to consider something new. Subsequently, innovative thinking is the ability to consider something, a

conflict between laborers, an enlightening list, a gathering venture in another way. Managers in all activities need agents, who can think inventively and convey new perspectives to the work environment. It is basic to share your creative finding capacities to unavoidable managers. Make sure to highlight in your solicitations for work your ability to think demonstratively (The Balance Careers, 2019). Being creatively it is all about new ideas which are come up from you, are thinking by you and all of them are the original ideas. Creativity it is important in the workplace, as there are few benefits such a better teamwork and strong connection. Inventiveness moves representatives to work with one another. As representatives have new musings, they look out partners for their analysis. By structure, the creative strategy enables joint exertion, and this is the hugest preferred position of offering a workplace where imaginative thinking can occur. Gathering holding also helps the general duty among laborers. Interchanges are practically sure among partners, even the people who do not coordinate routinely. An extended level of comfort in a gathering is a positive for any affiliation.

If employees need to improve in this skill, they should always think everyday about new things, how to ask the right questions, how to apply their owns ideas and to put it in the right way.

I do not have this skill and I need to improve on it. In order to do that, I need to make sure that every time when I will to apply any ideas or thinking's make sure that those are mine otherwise that won't be counted as your own creativity.

Problem-solving

This ability is the demonstration of characterizing an issue; find the reason for the problem; recognizing, organizing, and choosing choices for an answer; and executing a solution. However, for the problem solving are four usual steps: characterize the issue, producing options, evaluating and picking choices, executing arrangements.

Critical thinking capacities empower you in your very own life as well as are essential in your expert life as well. In the present snappy changing overall economy, managers consistently recognise fundamental basic deduction as

imperative to the achievement of their affiliations. For delegates, basic reasoning can be used to make valuable and innovative arrangement and to show independence and movement to managers. Ground-breaking basic reasoning capacities engage delegates to examine issues, perceive issue earnestness and assess the impact of elective courses of action. Working condition planning expected to make basic reasoning aptitudes urges agents to work all the more profitably with partners, customers, assistants and suppliers (Latest Quality, 2020).

Problem solving in the workplace it is an important ability, as you might encounter variety of problems which needs to be solved in a good manner. Therefore, if workers do not have this skill, workers need to improve in this one. Always when there will be any problem in the workplace, first needs to be analysed, understand the problem, find solutions and choose the best one, as in the workplace there will be always problems, even a small one.

In my vision, I have gained this ability because I have always had difficulties at work, and I knew how to handle the situation. This helped me to evolve in the workplace and gain the confidence of the employer.

Planning and organising

Arranging and sorting out abilities assist you with overseeing time, apparatuses and assets to arrive at an objective. This skill assists you with working out what you must do to accomplish to achieve the goals. Arranging is essential at all levels in the working environment. Employees will have to design their own undertakings and time. The manager must arrangement the outstanding task at hand, assets and time expected of employees group. Ranking directors need to design the objectives and points of the division. Without arranging and sorting out, there would be chaos. Nothing would complete and everything would be a wreck.

However, it is important that employee have this ability because they always need to know how to organise the duties and how to plan the schedule.

I have this ability because I know how to plan my time at work and I always knew how to organize the responsibilities I have and those around me.

Conclusion

Academic and employability skills will always be part of our life's. Those skills help us to develop our selves. Without these skills we could not find jobs. With these skills, we will always find opportunities to work in different fields. From my point of view, I have some of these skills, because working with people I have always learned to learn what is best. Therefore, there are some skills that I must improve, and I think that any employee can do this if he has ambition and will. These skills will help us create our own dream in the future.

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Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1 Write a paraphrase of the following passage.

Chocolate has always been considered an affordable little luxury, associated with romance and celebrations. Therefore in 2001, revelations that the production of cocoa in Ivory Coast involved child slave labour deeply shocked chocolate companies, consumers and governments alike. The USA passed legislation mandating that standards be created to permit companies who could prove that their chocolate was produced without forced labour to label their chocolate "slave-labour free." The chocolate industry agreed to an international protocol that would give chocolate producers four years to limit abusive practices.

Not clear
 Associated with romance and celebration chocolate was considered an affordable luxury. Chocolate companies and the rest of consumers of chocolate, has been shocked finding that child slave has been involved in the production of cocoa. According to the new USA legislation, companies who can prove that their chocolate has been produced slave labour free are permitted to create by the standard. For abusive practices, since the chocolate industry agreed the international protocol on offering four years limit on chocolate producer.

Lecturer's comments:

Some good ideas but you need to focus more on paraphrasing. The meaning is not always clear

Lecturer's signature:

aka

Date:

11/11/2019

Ex.2. Complete the blanks in such a way that the meaning of the second sentence is as close to the original sentence as possible, using the word in brackets where given. Pay attention to grammar and make sure what you write matches what is already given.

- 1) There will be a few changes around in the office. (announce)
The boss has announced the new changes in the office.
- 2) He doesn't write to me as frequently as I wanted.
I wish him to write more often than he does. X
- 3) We were concerned about her health.
We had some suspicion about her health. X
- 4) You weren't careful, so you made so many mistakes. (had)
If you were more carefully, you wouldn't had so many mistakes. X
- 5) The council cut funding so we could not provide free parking.
Because of the cutting funds, there is not free parking. ✓
- 6) His proposal was a failure as it was too theoretical. (relied)
His proposal has failed as was relied on theoretical.
- 7) It was Mary who stole money.
He accused Mary for money, which was stolen X
- 8) He seems well-educated. However, he's not very bright. (although)
Although his education, he's not that bright. X
- 9) Universities place the burden of understanding plagiarism and attribution conventions on students.
The responsibility for understanding the plagiarism and attribution are placed on students. ?
- 10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third)
33% of babies third babies are born to mothers who are adolescents.

Lecturer's comments: you need to improve your paraphrasing
skill 2 grammar

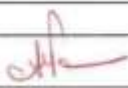
Lecturer's signature: ath Date: 11/11/2019

Ex.2

Re-read the text 'To be a great leader, you need to start by leading yourself' on the previous page.
Summarise main ideas from the text in your own words. Write about 175 words.

In my point of view, being a leader is not as easy as it seems. It's like being a parent. You need to be wise and do the right thing. It might be disappointing to see that everything it's not like you expected.
As a leader, you'll have to face many tasks in a short time. There will be more to do in a short time. Rather than spending time on leading others, focus on self-leadership. Leaders will face many challenges and they will need to make the right decision how to handle them.

Lecturer's comments: You need to improve your summarising skill and reduce the number of language errors.

Lecturer's signature:  Date: 9/12/2019

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Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with your Task 1 (part of the Assignment for this module).

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

To be a great leader, you need to start by leading yourself

Most people go into top positions with good intentions, but those often crumble due to the demands — and perks — of the job. If you want to succeed, devote some time and energy to self-leadership, says consultant Lars Sudmann. Being a leader is a little like being a parent; beforehand, we have all these rosy visions of how we're going to do it, how incredible we're going to be, and how we'll sidestep the mistakes that we see other people make. But when it's our turn to assume the role, we find that reality doesn't match our expectations or imaginations. Sudmann, for example, believed that he would ace his first leadership role. Then, he held his first major staff meeting, an employee asked a question about the company's email signature, and the proceedings — and his command of them — completely fell apart.

After some months, Sudmann realized he was fighting against certain entrenched factors that keep all leaders from improving. Like many in the working world, leaders have too much to do and not enough time to do it; they don't clearly think through their priorities and strategies; and being in a position of power causes them to assume that the people beneath them will take care of a lot of problems.

Sudmann found a potential solution to these "classic leadership problems" in Marcus Aurelius, the Roman emperor and Stoic philosopher. Rather than spending his time trying to learn to rally and guide others, Marcus Aurelius focused a surprising amount of his energy on mastering self-leadership. Sudmann has found this orientation tremendously helpful. Below he breaks down three actions that go into self-leadership.

First of all, you need to be aware of your shortcomings; leaders need to know all of their biases, predilections and weaknesses. Another idea is to take 5-10 minutes every day to think about the challenges you've recently handled and the ones you'll soon face. While Marcus Aurelius was fond of reflecting in the evening, Sudmann likes doing this over morning coffee. Questions to pose include: "How did my leadership go yesterday? How would the leader I'd like to be have faced the challenges I faced? What about my challenges today? What could I do differently?" Write down your thoughts so you can refer back to them and learn from them.

Also, regulate your feelings; no matter how much preparation and reflection you put in, there will be employees, colleagues, clients and associates who anger, frustrate or annoy you. That's where the practice of "reframing" comes in; stopping and asking yourself ... on a scale from 1 to 10, how important is this issue right now? Then, give yourself a moment to think: "How would the leader I aspire to be handle this situation?" The answer will come to you.

Lecturer's signature:  Date: 9/12/2019

