

Educational Establishment:

University of Wales

Course Title:

BMSW4001 – ACE

Academic and Employability Skills

Student Name:

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Student Number:

1811926

Tutors Name:

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Introduction

The objective of the report is to analyse my own academic and employability skills to provide a breakdown and the importance of this skill. Employability Skills are the basic abilities, individual characteristics and qualities that empower me to do my best in any work environment. These include sound communication, team management, teamwork skills etc. I will need various business skills to thrive in the 21st century. Therefore, I must learn and employ these methods in my day to day operation. I will continue to learn in the forever changing industry and while many skills can become obsolete, therefore learning a wide range of skills culture for myself will enhance my employment prospects. If I wish to go into business this will enable me to adapt to the business's needs. I have acquired myself with a set of skills that can be used over a variety of roles will add value to times ahead.

1.

Academic Skills / Time Management

Definition of Time Management (What is Time Management for Me?)

My Time Management allows me to achieve more in very less time, which will allow me more extra time, this lets me learn more opportunities and skills and helps me concentrate more on the work in hand. By managing my time effectively helps me grow in different ways, such as, more closing of jobs, extra training, helping others and sometimes spending more time with my family.

Why is it good to have this Time Management as a Skill?

This skill allows me to plan my day and how much time to spend on each activity. It's very important for me to slot time to learning about the job in hand. This method will allow me to be productive and efficient, for career planning and of course greater opportunities for me to achieve important life and career goals. It goes without saying that I must manage my time accordingly, failing this will have severe consequences, missed deadlines, inefficient workflow, poor work quality, a poor professional reputation and a stalled career.

I must continue to train and help myself on skills which will have great impact on my day to day running of operation, business or whatever I will be involved in.

Why do I have Time Management Skills?

It allows me to plan my day, prepare a list of things to do and make a note of the most important tasks that need to be complete. I have to say no to some work and tasks so so that I can complete my one tasks.

I must priorities my tasks as per the deadlines and their importance. I have the skill to tell the difference between important and routine work and for me to identify which tasks should be done as a priority.

I must improve my skills of doing the correct tasks at the right time and failure to complete will result in revenue loss.

2.

Employability Skills / Communication

Definition of Communication Skills

The ability for me to communicate to other individuals, teams or organizations effectively and within the correct channels with the right people. My effective communication skills can help sharing of information between my team members, staff or people within a company for its commercial or personal benefit.

Why is it good to have good Communications Skills?

My Personal development skills will help me in achieving full potential both at work and in business. This will further allow me to continue learning and develop in areas that need most improvement. This will allow me to help and train other people too, it will allow me to further explore new ways of doing things. This is what will help me be more productive in all aspects of my employment or in my own business.

Why do I need to have good Communication Skills?

My skills will help me when providing different kinds of information, one of the examples include communicating ideas and feelings. This has also helped me to understand the differences in how to communicate through face-to-face interactions, telephone conversations and digital communications, like email and social media.

There are various communication skills I can learn and practice to help myself and my team members to become better and enhanced communicators. I can utilize many of these skills together.

My listening skills means giving more attention to the colleague who is speaking to me. By me being providing feedback to my colleague. This skill helps me to understand what is being said to me and able to understand what questions I need to ask for clarification.

I am a good listener by concentrating on what is being said, minimizing distractions like phones, and by me preparing questions, comments or ideas to thoughtfully respond.

Adjusting my communication style to my audience / team, my styles of communication are appropriate in different situations. To make the best use of my communication skills, it's important for me to consider quality of audience and the most effective format to communicate with them.

For example, if I am speaking with a potential employer, it's easier for me to send an email or call them, depending on the situation.

In work, my skills such as attention to details and the team often creates trust and understanding between me and my team. The same skills are important in personal relationships with friends and family. When I am working with others, I see my staff, colleagues and team with a positive attitude, keeping an open mind and asking questions to help me understand where they're coming from. Small gestures such as asking someone how they're doing, smiling as they speak or offering praise for their work, a simple well done can help me develop productive relationships with both colleagues and managers.

My ability to work in the workplace, will make people more likely to respond to my instructions and help fulfil these with confidence. There are many ways for me to appear confident, including by making eye contact when I am addressing someone, sitting up straight with my shoulders open and preparing ahead of time so that my work is of high quality. My skills in communication comes in handy not just on the job but during the job interview process as well. By me being a strong communicator enables me to accept critical feedback and provide constructive input to others. For me to provide feedback and take feedback will allow me to answer questions, provide solutions to help strengthen the project or topic at hand.

When I am speaking, it's important for me to be clear and concise. Adjusting my speaking style / voice so I can be heard in a variety of settings is a skill and it's ideal for me to communicate effectively. I have to be careful not to speak too loudly which may be disrespectful or awkward with people.

My empathy skills mean that I can understand and share the emotions of others and with others. This communication skill is very important to me both in team and on one to one settings. In both cases, I will need to understand other people's emotions and offer a required response. For example, if someone is

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expressing anger or frustration, this skill of mine can help me acknowledge and know their emotions. At the same time, being able to understand when someone is feeling positive and enthusiastic can help me get support for my ideas and projects.

Another skill I have is respecting others, knowing when to speak without interruption others is very important skill and respectfully communicating with others also means using my time with someone by getting value for time.

Lots of communication happens through various options such as body language, facial expressions and eye contact. When I am listening to someone, I have to pay attention to what they're saying. By the same measure, I should be conscious of my own body language when I am communicating.

Whether I am returning a phone call or sending a reply to an email, fast communicators are viewed as more effective than those who are slow to respond. One method is to consider how long my response will take, is this a request or question which I need to answer or follow. If so, it may be a good idea for me to address it as soon as I see it.

With experience, practice and time, I can learn and improve on these skills. I can by start understanding my skills and then develop those areas of weaknesses. By practice improving communication habits, many of my communication skills are habits which I have developed over a period. I can improve these skills by practicing new ways to be a better communicator.

I must seek opportunities to improve my communication. This will be for me to seek out opportunities both on and off the job that require me to use communication skills. This will help me keep good skills fresh while also allowing me the opportunity to practice and learn new skills.

I must be very clear and ensuring my message is easy to understand as possible and minimise the chances of confusion, this will speed up my completion and helps others to understand my goals.

3.

Conclusion

During my career I have acquired many skills which have assisted me in my daily tasks both at home and at work. This has had a positive impact on my career, by having these skills it has allowed me to execute my task productively and effectively.

These are some of the skills I have learned which has helped me to be a better person and a better employee. Prioritization, Goal setting, Communication, Planning, Delegating, Crisis Management.

With this Level 4 course and my previous learnt skills, I can combine the both and start my own business in my expertise of work, this will allow me to manage my work and business productively and effectively.

I have also learnt how I can pass on my learning to friends, colleagues, staff etc, this will not only help me but help others too.

Procrastination is one of the key issue for anyone that will affect productivity. It can result in wasting essential time and energy. I have learnt that tasks to hand must be completed on time and with perfection, if I have to delay something there has to be a very good reason and I must complete another task in order to manage my time as opposed to wasting time.

These skills that I have learnt during this course are very vital and will assist me in my day to day operation of my daily job. I can effectively teach these skills to my juniors. This course has further provided me with the skill to make training plans and templates on Academic and Employability Skills which will be a record

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to be kept after training. This training package will teach and demonstrate to the trainees that benefits of effective time management and communication.

There have been many occasions at work and at home where incidents have taken place which have resulted in great losses and major disruption to other people or businesses. In such circumstances these vital skills can add value in cushioning the impact. By having these skills and being part of the set procedures in company policies to be implemented during operational crisis and this will have the ability to minimise impact.

Referencing:

Time Management

Britton, B. K., & Tesser, A. (1991). Effects of time-management practice

Test of a process model. By Macan, Therese Hoff

Journal of Applied Psychology, Vol 79(3), Jun 1994

Lauren C. Hensley et al.

Journal of College Reading and Learning

Volume 48, 2018 - Issue 2

Häfner, A., Oberst, V., & Stock, A. (2014). Avoiding procrastination through time management

Adams, G. A., & Jex, S. M. (1999). Relationships between time management, control.

J. H. Richards

Work & Stress

Volume 1, 1987 - Issue 1

G9

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).

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Ex.1

Write a paraphrase of the following passage

Mike Erwin never envisioned himself as a social entrepreneur or activist. While he was no stranger to leadership positions, his primary experience had been in large, structured organisations. He thrived in the highly regimented program offered by the school. Later, Erwin excelled in his assignments in the Army, winning multiple awards and medals. However, the founding and growth of Team RWB had none of the characteristics of his previous endeavours. Erwin's enthusiasm and the organisation's mission caught on rapidly and Team RWB attracted media attention disproportionate to its size. Very quickly, the organisation grew beyond anything that Erwin had anticipated. Without any intention to do so, Erwin accidentally became an entrepreneur.

Mike Erwin became an businessman accidentally
He never thought of himself as a entrepreneur or
a social activist. Although he was a no
stranger to holding leadership positions.

Most of Mike Erwin positions and experience
had been in large Corporate Companies.
He did very well in the regimented program
offered by the School. Erwin was seen as
an excellent achiever in the army and as a
result was awarded many medals. Erwin's
dedication to his cause and work and his
Company's mission was recognized by Team
RWB and as a result was it attracted media
interest. Subsequently the organisation's growth
exceeded Erwin's expectations.

Good paraphrasing and grammar. Well done!

Lecturer's signature: _____



Date: _____

15/07/2019

Ex.2. Decide whether the paraphrased passages are acceptable or unacceptable by circling the correct answer and briefly explain why.

Original Source: A key factor in explaining the sad state of American education can be found in overbureaucratization, which is seen in the compulsion to consolidate our public schools into massive factories and to increase to mammoth size our universities even in underpopulated states. The problem with bureaucracies is that they have to work hard and long to keep from substituting self-serving survival and growth for their original primary objective. Few succeed. Bureaucracies have no soul, no memory, and no conscience. If there is a single stumbling block on the road to the future, it is the bureaucracy as we know it.

Edward T. Hall, *Beyond Culture*, Anchor Publishing, 1977, p. 219

Paraphrase 1 - acceptable / unacceptable

Reason:

much of the hbo is missing X

American education is overly bureaucratic. This is manifest in the increasing size of educational institutions, even in small states. Bureaucracies are bad because they tend to work to promote their own survival and growth rather than that of the institution, as was their initial objective. Most bureaucracies fail because they have a conscience or a soul. I believe that bureaucracies are the biggest stumbling block on the road to the educational future.

Paraphrase 2 - acceptable / unacceptable

Reason:

No reference, hbo is omitted

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. Bureaucracies have to work long and hard to keep from promoting their own survival rather than the educational goals that were their primary objective.

Paraphrase 3 - acceptable / unacceptable

Reason:

NO reference, not enough hbo

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. This means that, as Edward T. Hall says in his book, *Beyond Culture*, today's educational institutions "have no soul, no memory, and no conscience".

Paraphrase 4 - acceptable / unacceptable

Reason:

Explained well with reference. Good!

In his book, *Beyond Culture*, Edward T. Hall discusses the problems posed by the increasing bureaucratization of American educational institutions. Hall maintains that overbureaucratization is one of the key factors governing the state of education in America today. He points to the tendency of bureaucracies to promote their own growth and survival first and foremost, and observes that few overcome that tendency. He believes that this is responsible for the fact that many public schools bear a closer resemblance to factories than to educational institutions. In Hall's words, "Bureaucracies have no soul, no memory, and no conscience."

Lecturer's signature: _____

Date: _____

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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

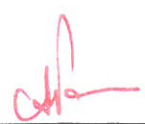
Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

The success of ALDI

The food retail industry is a highly competitive market. Aldi understands that its customers want value for money but do not want to compromise on quality. This case study will demonstrate how Aldi uses a lean approach to its business operations to offer its customers quality products at competitive prices. What distinguishes Aldi from its competitors is its competitive pricing strategy without reducing the quality of its products. In fact, in some cases Aldi's products are 30% cheaper than those offered by its competitors. Aldi can do this because the business operates so efficiently. The three core values of Aldi are simplicity, consistency and responsibility. Lean production ties in closely with these values. For example, Aldi stores are simple in design and all stores are very similar which creates consistency.

For Aldi operating efficiently involves reducing costs in all areas of the business. Some of the key areas where Aldi is able to minimise costs are by saving time, space, effort and energy. Aldi's approach to doing this is to run its business around the principles of lean thinking. Whereas other food retailers have elaborate displays, additional services and promotions that draw customers into the business, Aldi's core purpose is to 'provide value and quality to our customers by being fair and efficient in all we do'. The principles of lean production are planned and built into everything that Aldi does. This starts within its supply chain. For example, up to 60% of Aldi's fruit and vegetables are sourced locally where possible, reducing the need for long and costly delivery journeys.

The principles of time based management are also built into the training provided for Aldi's employees. Through training staff to do a variety of tasks around store Aldi can minimise its staff requirements. Staff costs can also be reduced as fewer staff are required if they can perform a variety of duties throughout the store. Aldi's 'no-nonsense' approach to retailing therefore leads to cost saving in numerous areas. These cost savings are passed on to customers in the form of lower prices, allowing the business to differentiate itself from its competitors in terms of price, as well as the quality of the products it has on offer.

Lecturer's signature: 

Date: 12/08/2019

Ex.2

This task is designed to see if you can **summarise** ideas from course materials in **your own words**. Re-read the text 'The success of ALDI' on previous page. Now answer the following question in **your own words**: What factors contribute to ALDI's success? Write about 175 words.

Aldi Stores have become a success due to (the) Simple Strategies and the fine attention to all details. Aldi products are 30% cheaper than its competitors. This is due to sourcing most of its products from local producers.

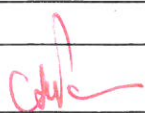
Simple low cost design of all its store, multi-tasking staff who have been highly trained in time management add value to the end consumer.

Aldi stores are designed in a simple way to save cost and maintenance expenditure. This saves valuable resources which in turn is paid back to the customers.

Another way in which prices are kept low is due to the 60% of its fruit and veg is sourced from local farmers and producers, which saves money on expensive deliveries and packaging.

Aldi has 3 core values and ethics it works to. Simplicity, consistency and responsibility from the top management to the shop floor all being managed effectively to enhance and improve productivity of staff whilst ensuring prices are kept low.

Lecturer's comments: Very good paraphrasing skills. Well done!

Lecturer's signature: 

Date: 12/08/2019