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Academic and Employability Skills

My Personal Academic and Employability skills report

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Introduction

The aim of this report is to analyse my academic and employability skills. By doing this course, and this module especially, I have learned a lot about myself. Prior to doing this course, I have never thought of my strengths, weaknesses, opportunities I may have or the threats there may be for me. This module has allowed me to acknowledge the excellent skills I have but also has allowed me to acknowledge the skills I may need improving and learning on. I have done my swot analysis, personal development plan and a timetable from Monday to Friday, in order to ensure I am learning and improving the skills I need improving on. I will analyse my own academic and employability skills. I will do this by reflecting on my SWOT analysis and Personal development plan. I will also be analysing and reflecting on my academic progress. Furthermore, I will compare, how I felt at the beginning of this course, and how I feel now. Swot Analysis will include my strengths, weaknesses, opportunities and threats. My personal development plan will include the goals I would like to achieve in the next three months. I will explain what the goals are, if they have been fulfilled, how they have been fulfilled and if not, why and what will I need to do next to ensure they are achieved.

Methods:

To be able to reflect on my SWOT and Personal development plan I have used:

- SWOT
- PDP for the next three months (my own version)
- Timetable from Mon-Fri

Source of timetable: UWTSD, Moodle, Academic and employability skills module.

I have created my own PDP because that is the way I prefer and understand it better.

SWOT includes my strengths, weaknesses, opportunities and threats. My PDP includes three months' worth of goals.

Results:

The results of my PDP at the end of three months were good. I have done my best to fulfil my goals and I pleased with them. However, some of my goals still need working on, which I indent to do in the next three months as I believe these goals will make my career and academic path easier.

This is my PDP:

Personal development plan for next three months

What do I want to achieve in next three months?

- Communication skills
- Improve my English language
- Reading skills
- Time keeping

What do I Need to do to achieve these goals?

To improve my communication skills, I need to:

- Stay on message when speaking
- Try to engage my listener/reader
- Make sure I am understood
- Learn to speak in public
- Write what I want to say before saying it.

To improve my English language, I need to:

- Read English written articles/newspapers etc.
- Listen to English TV
- Only talk English at home
- Do online English tests

To improve my reading skills, I need to:

- Read as much as possible
- Keep notes for interesting words to describe something easily
- Question myself when I read
- Summarise what I have read

To improve my time-keeping skills, I need to:

- Create a to do list from Monday to Sunday

Discussion:

1.SWOT

1.1 Strengths

1.1.1 Listening Skills – I have excellent listening skills, which allows me to actively listen without interrupting the speaker. It also allows me to pay full attention to the speaker both at work and at university. I believe this skill will make my both academic and work life easier. This is because by having excellent listening skill there is a very small chance of interpreting a message wrong. Tingum (2019) has described listening skills as one of the most important skills to have at work. This is because good listening skills is the key for a company to be successful. This is because good listening skills, allow a good relationship between the employees and managers. Listening skills also have an influence on the communication between the customers and other businesses.

1.1.2 Prioritising – I have excellent prioritising skills; this allows me to prioritise task under pressure quickly and effectively. This is both at work and at university. By prioritising task, I ensure the most important and urgent task are complete when they are need to. Furthermore, according to Kitchin (2016) prioritising at work can easy your work life and you can become more successful. This is because when you prioritise task; you will no longer become stressful about forgetting to do something important and you will be able to fully concentrate on the task that you are doing and therefore, completing the task effectively. Also, according to Kitchin (2016) by prioritising you can become more creative, this is because you mind will be clear and therefore, you can concentrate on the task completing and think outside the box.

1.1.3 Hardworking – I am a hardworking individual, and I will always go the extra mile to complete a task, both at work and university. This skill has already opened doors for me, and I will continue to do so.

1.1.4 Team Player – I am a good team player. This skill will be very useful both in my career and academic path. It allows me to learn from others but also will allow other to learn from me. Team working will also, allow the company to grow financially.

1.2. Weaknesses

1.2.1 Communication skills – communication skills are one of my weaknesses. Therefore, this is one of the reasons I am at university studying this course -to enrich my communication skills. For my communication skills to be excellent, I am not only relying on what I will be taught at university, but I have also taken the matter into my own hands and started to better my communication skills. I have created the personal development plan and I strictly stick to the goals I have created. When communicating, I try to stay on message, engage my

listener/reader, this is by asking question to ensure the message I am giving is understood correctly and I always write what I want to say before I say it. This has enabled me to up the level of my communication skills. However, as the three months were not enough, for my communication skills to be on the level I want them to be, I will review my PDP and make appropriate changes to it in order to better my communication skills. This is to ensure I am ready for the world of work once finished university. Zambas (2019) has described the importance of communication skills at work as essential. Because according to Zamabas (2019), effective communication has a positive impact on the productivity at work, increases innovation and makes the company grow bigger.

1.2.2 English language – By doing this course and this module, I have learned that my written English is very good compared to my spoken English. This is because, when writing, essay/report I can take my time and write correctly. However, my spoken English needs a lot of working on, I have therefore, put my English language on my PDP for three months in order to improve it. I now daily, read English written books/newspapers etc. This has helped me with my English language but of course, this is not enough, and a lot of working on still needs doing. I have also made a rule of speaking English only at home in order to better my English language. I also take online English language tests to better my English language. However, my spoken English still needs a lot of working on and I will, therefore, continue doing what I am doing as I has proven to be working effectively and apply it to my PDP.

1.2.3 reading skills – reading skills are also one of my weaker sites. I have, therefore, took appropriate actions in order to improve my reading skills. Reading skills are also included in my PDP plan and I do the following to ensure my reading skills are better; I read as much as possible, keep notes for interesting words in order to describe something easily, question myself what I read, and summarise anything I read. I do this to ensure, that what I read I understand correctly. This skill will also continue to be on my PDP for the next three months, to ensure that the level of my reading skills is where it needs to be for both academic and work-related purposes. According to Roots (2017) reading skills are very important at work. This is because your vocabulary will come richer by reading. Also, because it can improve you critical thinking skills. This is because not all books and articles ask the reader to relax, some books and articles ask the reader questions, logical questions and ask them to analyse. This is a skill that employers are looking for.

1.2.4 Timekeeping skills – very important both in academic and work world are timekeeping skills. This is something I have always struggled on prior to this course. However, when started this course and this module especially, I have learned to manage my time in order to ensure everything is done on time and in the right time. I have created a Mon-Fri timetable, which I strictly follow in order to complete all tasks that need doing in the day. By prioritising my task, to do list and being organised I can better my timekeeping skills. This skill will be very useful to have, in a busy work environment. Indeed.com (2020) was a useful source for this information.

1.3 Opportunities

1.3.1 Getting a Certificate in Higher Education – Getting a certificate in higher education will enable me to have a better opportunity in the world of work. According to UWTSD (2020), many of their students by getting this certificate have gained the following skills:

- Enhanced career progression
- Increased confidence
- Leading and managing change
- An increased propensity to solve problems
- Leading and developing teamwork

These skills are some of the skills I have talked about in my strengths and weakness and what I believe a successful worker should have. Therefore, by completing this course, I will gain the skills needed for the world of work.

1.3.2 Enhance language skills: like I have mentioned above, my spoken English language is not fluent. Therefore, by doing this course, I will better my spoken English, which will enable me to get a better job in future.

1.3.3 Enhance communication skills: This course has already taught me methods have to improve my communication skills, by the end of this course, my communication skills should no longer be a weakness. I am hoping that, by the end of this course my communication skills will be excellent, and it will become one of my strengths.

1.4 Threats

1.4.1 Distance: Now, I live two hours away from my university. This is a threat to my education because, travelling two hours to university can be difficult. I travel to university by car, some factors such as traffic can cause me to be late to my lectures and therefore, miss parts or even the whole lecture. This will affect my learning and my assignments.

1.4.2 Managing work and university: Working, being a student and having a family can be very difficult. Days are too short, and sometimes it can be very difficult to fit everything into the day in order to be successful at everything. To overcome this, I have made a Mon-Fri timetable, to ensure I can fit everything into my day.

1.4.3 Time managing: Like mentioned above, managing time can be very difficult. Therefore, like advised by the lecture, I have created a timetable in order to manage my time effectively and to prioritise most important task.

Conclusion

To conclude, SWOT analysis, PDP and timetable have been highly effective in improving both my academic and employability skills. These methods of improving my skills, has so far proven to be successful and I will continue using them. Like mentioned above, I will continue to keep my goals as they are in my PDP as most of them still need working on. Most importantly, my communication skills and time keeping skills, as I believe these skills are vital in order to be successful both academically and in employment. Also, some weaknesses like communication skills, will need further improvements in my PDP for me to be better at them.

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In-class Exercises

Personal development plan for next three months

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- Read as much as possible
- Keep notes for interesting words to describe something easily
- Question myself when I read
- Summarise what I have read

To improve my time-keeping skills, I need to:

Create a to do list from Monday to Sunday

Weekly calendar with hours template

	MOND AY	TUESD AY	WEDN ESDAY	THURSD AY	FRIDAY	SATUR DAY	SUNDAY
6-7					Getting ready/breakfast/travel to University		
8-9	Getting ready/Breakfast	Getting ready/Breakfast	Getting ready/Breakfast	Getting ready/Breakfast	Travel to university	Getting ready/Breakfast	Getting ready/Breakfast
9-10	<i>Uni work</i>	<i>Prepare for uni</i>	<i>Uni work</i>	<i>Uni work</i>	<i>Attend lecture</i>	Uni work	Uni work
10-11	<i>Uni work</i>	<i>Travel to University</i>	<i>Uni work</i>	<i>Uni work</i>	<i>Attend lecture</i>	Uni work	Uni work
11-12	<i>Uni work</i>	<i>Travel to University</i>	<i>Uni work</i>	<i>Uni work</i>	<i>Attend lecture</i>	Uni work	Uni work
12-13	<i>Lunch</i>	<i>Travel to University /Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>lunch</i>	lunch	lunch
13-14	<i>Spend time with Family</i>	<i>Attend lecture</i>	<i>Spent time with family</i>	<i>Spend time with family</i>	<i>Attend lecture</i>	work	Spend time with family
14-15	<i>Prepare for work</i>	<i>Attend lecture</i>	<i>Prepare for work</i>	<i>Spend time with family</i>	<i>Attend lecture</i>	work	Spend time with family
15-16	<i>work</i>	<i>Attend lecture</i>	<i>Work</i>	<i>Spend time with family</i>	<i>Travel home</i>	work	Spend time with family
16-17	<i>work</i>	<i>Attend lecture</i>	<i>Work</i>	<i>Spend time with family</i>	<i>Travel home</i>	work	Spend time with family

17-18	work	Attend lecture	<i>Work</i>	Dinner	Dinner/work	Work/dinner	dinner
18-19	work	Travel Home	<i>Work</i>	Uni work	work	work	Spend time with family
19-20	work	Travel home	<i>Work</i>	Uni work	work	work	Spend time with family
20-21	work	Spend time with family	<i>Work</i>	Uni work	work	work	Spend time with family
21-22	work	Spend time with family	<i>Work</i>	Uni work	work	work	Spend time with family
22-23	work	Sleep	<i>Work</i>	sleep	work	Work/home/sleep	Sleep
23-24	Work/home/sleep	Sleep	<i>Work/home/sleep</i>	sleep	Work/home/sleep		Sleep

SWOT Analysis

TOMAS ADAM

Strengths:

- driving
- Level 3 Business (Slovakia)
- computer software knowledge
- Listening
- writing
- prioritising
- hardworking
- team player

Weaknesses:

- writing
- Reading
- Can't say 'no'
- Shy
- Low confidence talking in public.
- Time keeping.

Opportunity:

- Greeting a HEC
- Developing skills
 - personal
 - educational
 - work related
- Enhance language skills
- Enhance communication skills
-

Threats:

- Distance
- managing work & University
- Language barrier
- time managing

✓ Good. Now use this to develop your Personal Development Plan.