

REFLECTIVE REPORT

Academic and Employability skills

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INTRODUCTION

Employability skills are the one which are transferable skills which a person learns in order to make themselves employable in the corporate world (AV and Aithal, 2018). This includes gaining knowledge relating to the subject and technical understanding of the subject matter. The present report will be in form of reflection where the need of developing the employability skill is very necessary and crucial.

MAIN BODY

Description

With the help of this module I learnt that the employability skills are very important and crucial for having success in the life. This is majorly pertaining to the fact that these skills will increase the knowledge and information of the me in dealing in the corporate world. These skills are important to be enhanced because these skills improve the value of the person. This is necessary because of the fact that in the corporate world the competition is at its peak and every person wants to join the best company. Thus, for being in the competition it is very necessary for me to possess good skills and knowledge so that I can be superior to the other competitors and get placed at good position.

Thus, these skills will help me in improving the market value of myself and will help me in having competitive advantage over the others. Possessing these skills will help me in developing my career and work successfully in the competitive world. In the module I learnt about the CV writing and this is the most important thing to enter into the corporate world. This is majorly because of the fact that before I go for the interview first my CV will be scanned. This is because of the fact that CV contains all the information of me that what skills do I possess, how much qualified I am and with what grades, what are my personal interest and many others details relating to me. If these details are liked then only I am called for the interview.

Thus, if I have skill of making good and attractive CV then this will assist me in increasing my employability skill. Further the cover letter writing is also a good employability skill because of the fact that this cover letter intends the company and the post in which I am interested in applying (Azmi, Hashim and Yusoff, 2018). Further the other analytical and critical thinking skill will help me in becoming more capable of thinking critically and making the right choice.

Feelings

With this module I felt that enhancing and working over improving employability skill is very helpful because of the fact that this will increase my ability to differentiate among what is wrong and what is right (Arnedillo-Sánchez, de Aldama and Tseloudi, 2017). This ability will help me in working in an ethical and correct manner. This ability of mine will make me different from the others and I will be preferred more over the other candidates. Also, with the help of this module I felt that it is very necessary for me to have command over ability of public speaking.

This is majorly because of the fact that public speaking ability is very necessary for the person to possess. Public speaking is delivering a speech in front of the public. According to me in corporate world it is very important for me to have good public speaking skills. This is majorly because of the fact that this will help me in dealing with the consumers and their problem in good and perfect manner. Also, I felt that working on the presentation skills is also a part of the employability skills. This is majorly because of the fact that in corporate world making presentation is very crucial because for doing transaction with the other parties the presentations are made and delivered to the clients.

Thus, for this it is crucial to have good presentation skills. In the end I felt that the public speaking will also help me at time of delivering the presentation to the clients. This is because of the fact that at time of presenting the presentation I will need to explain the key points to the clients and for this I need good communication skills and good speaking skills. This is necessary because here I have to speak with the clients and this is only possible if I have good speaking and communication skills.

Evaluation and Analysis

With the help of this learning of module I evaluated that it is very crucial to have good employability skills in the competitive market. This is majorly because of the fact that these employability skills help me in securing the best position within the business world. Thus, for this the most crucial thing is to work on the employability skills. With the help of the evaluation of these skills I found that there are many different types of employability skills which need to be possessed like problem solving, planning, organizing, communication, team work, management and many others (Zakaria, Ismail and Ana, 2016). With this evaluation it was analysed that the problem- solving skills are good in me as I have good analytical and reasoning skills. These

skills help me in analysing the problem and critically analyse the problem with every perspective and this help me in critically finding solutions to the problems.

With further analysis and evaluation, I learnt that I need to improve my planning skills. This is majorly because of the reason that I know exactly what work is to be done but I am not good in prioritising that which work needs to be done at which time (Abbasi, Ali and Bibi, 2018). Thus, with this I came to know that I need to work more on my planning skills. Also, with help of evaluation I was acknowledge that I also need to improve my organising skills. This is majorly pertaining to the fact that I am not good in deciding that which resources are good in which working. Thus, I also need to improve my organization skills so that I am able to provide the employees with the required amount of resource on time.

Furthermore, with this analysis of the skills which I possess or not I came to know that I am good in public speaking and presentation making. This is majorly because of the reason that the presentation which I prepare are liked by many of the people and also my presentation includes all the attributes which are required to be possessed by an ideal presentation like clear, concise, having proper notes, attractive and many other qualities. Further I learnt that the public speaking skills make me more interactive with the clients and other people related with the business. This is a good practice because of the reason that public speaking help me in interacting with the clients and other people. As I am good in speaking so all the clients and other stakeholder like to interact with me at time of dealing with the different clients.

Conclusion

In the end it can be concluded that the enhancing the employability skill is very necessary for me to develop as a whole. This is majorly because of the reason that these skills help me in developing myself in every aspect and this will increase my personality and the behaviour to deal in the corporate world. In the end after all the evaluation and analysis I learnt that writing CV and cover letter is very crucial in getting the job. This is majorly because of the reason that this will outline all the skills and capabilities which I am good at. Further the CV includes all the details relating to the qualifications which I have and other qualities which are inherited in me. Also, the cover letter will outline the areas in which I am interested in doing job (Ali, Murphy and Nadkarni, 2017). This is because of the fact that this cover letter will help the other companies in which I am applying for the job to know my interest area in which I am interested in doing job.

Also, I concluded that for enhancing the employability skill I need to analyse myself in order to identify that in what areas I am lacking and in which areas I am good at. This is necessary because of the fact that this will help me in knowing what are my strength and what are my weaknesses (Abas and Imam, 2016). Thus, this will help me in maintaining my strengths and ways of overcoming my weaknesses. In this highly competitive world it is very necessary for me to only possess the strengths and not any weakness so that the work is done in a successful manner. Further in the end it was interpreted that for enhancing the employability skills it is very crucial for me to maintain my researching skills. This is necessary because of the fact that in the business environment there are many different changes which takes place frequently and for gaining knowledge of these changes the researching skills are very crucial.

Action plan

In the end the most important thing which needs to be done is to make an action plan with help of which I will learn to enhance and develop my employability skills. The maintenance of the employability skill is very crucial and important and thus, for this I need to maintain all the requirements to develop new and improved employability skills. In this highly competitive and dynamic business environment where the changes keep on taking place so frequently it is very necessary for me to maintain the skills. This is majorly pertaining to the fact that these new changes need to be adopted by me for being in the competition. This is because of the fact that the competition is at its peak and this needs to be taken into consideration and the changes taking place in the business environment.

This is due to the fact that in environment there are many different changes and these needs to adopted by me and for this it is necessary to keep a watch over the changes. This will help me in outlining the changes which are of importance to me and I need to adopt to these changes. Now I need to make an action plan which will help me in adopting to these changes. Like for improving the planning skills the first thing which I need to do is to make a list of all the activities of the business and the importance of these activities. Then in accordance with the importance the activities are being prioritised in the sequence of importance (Chowdhury and Miah, 2016). Also, for improving the planning skill one more step is to assign deadline to every task and activity of business. This is because of the fact that this will increase the skill of planning the work before the deadline of the activity.

Another skill which need to be improved for improving the employability skill is to work on the organizing skills. This is necessary because of the fact that the resources are very limited in the environment and it is the duty of the company to use those resources in optimal way so that they are used in effective and efficient manner (Bhagra and Sharma, 2018). Thus, for this it is my responsibility to learn how to allocate proper resources and how to optimally use the scarce and limited resources. This can be improved by analysing the requirement of the resources by each of the activity and then making a calculation of the current resource available by the company. Then in accordance to this allocate the resources to the required activity in optimum manner.

CONCLUSION

With the help of the above reflective report it is interpreted that use of employability skill is very crucial for the person. This is because of the reason that this will help the person in enhancing their knowledge and the information relating to the skills of employability. The present report outlined the importance of employability skill in the future development of the person in form of a reflection with help of GIBBS model.

Appendix 1

In class exercise about cover letter

[Your Name] _____
[Address] _____
(for this exercise please leave blank)

[Hiring manager's name] _____
[Hiring manager's company name] _____
[Company address] _____
[Today's Date] _____

Dear Mr/Mrs/Miss/Ms _____

I wish to apply for the role of _____, currently being advertised on _____.
Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over 15 years [time period] experience in the installation industry, and I believe that all these years experience can help me to add more performance during this time make me the right/perfect candidate for the role.

In my current role as a engineer at BMS, I have been responsible for Managing installation.

[Now write about what you learnt during this experience - relevant to the role you are applying for]
where I was involved as responsible which allow me to learn how to manage the installation process of BMS control systems and controlling the managing project engineering team.

All of this, coupled with my enthusiasm and dedication, [insert skills relevant to the role], Ability to work under pressure and tight deadlines has helped me with current organizational skills. I am confident that I can bring this level of success with me to your organisation and help your company on its growing process.

_____ With my previous experience and expertise, I believe my contribution will have a great and relevant weight.

Thank you for consideration I look forward to one interview so that we can know better.

Yours sincerely/Yours faithfully,
[Your Name] Edgardo Gomez
[Signature - if desired] [Signature]

Appendix 2

Presentation about paragraph

The screenshot shows a PowerPoint presentation window. The title bar reads 'APRESENTACAO DE ACDEMIC AND EMPLOYABILITY SKILLS - PowerPoint (Product Activation Failed)'. The ribbon includes 'File', 'Home', 'Insert', 'Design', 'Transitions', 'Animations', 'Slide Show', 'Review', 'View', 'Help', 'Soda PDF 10 Creator', 'Tell me what you want to do', and 'Share'. The 'Home' ribbon is active, showing 'Clipboard', 'Slides', 'Paragraph', 'Font', 'Drawing', and 'Editing' groups. The main slide area displays the following content:

Paragraph

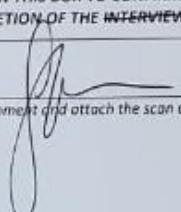
- Is group of sentence about one idea

paragraph

- Topic sentence – Tells the main idea
- Details sentence – Explain and support the main idea
- Conclusion sentence – Remind us of the main idea

Anna Is so beautiful lady. She is so beautiful that when she enters the classroom she gets every one's attention. As result of her beauty every one has a soft spot for her.

Evaluation of presentation by peers and lecture

Mini-presentation Feedback Form						Date: 9.12.2019
Student presenting: <u>EDGAR</u>						
SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor						
Topic: <u>PARAGRAPHS</u>	5	4	3	2	1	Comments
DELIVERY						slides used revise the pronunciation of the word 'topic' the conclusion should be signalled
The presenter delivered the material in a clear and structured manner	☐	☒	☐	☐	☐	
The presenter was knowledgeable about the topic and any related issues	☐	☒	☐	☐	☐	
The presenter maintained my interest during the entire presentation	☐	☒	☐	☐	☐	
The presenter was enthusiastic about the topic	☐	☒	☐	☐	☐	
The presenter was well organised and prepared	☐	☒	☐	☐	☐	
Eye contact was maintained	☐	☒	☐	☐	☐	
Body language was appropriate	☐	☒	☐	☐	☐	
Time for presentation used effectively	☐	☒	☐	☐	☐	
The presenter was able to present the material without excessive dependence on notes	☒	☐	☐	☐	☐	
The volume was appropriate	☒	☐	☐	☐	☐	
The presenter spoke clearly	☐	☐	☒	☐	☐	
The pace of speech was natural	☐	☒	☐	☐	☐	
There was a clear introduction	☐	☒	☐	☐	☐	
There was a clear conclusion	☐	☐	☒	☐	☐	
CONTENT						good examples
The topic was interesting	☐	☒	☐	☐	☐	
The presentation was concise and informative	☐	☒	☐	☐	☐	
The presentation contained good examples	☐	☒	☐	☐	☐	
Content was relevant to the topic	☐	☒	☐	☐	☐	
Relevance to the module	☐	☒	☐	☐	☐	
OVERALL PREPARATION	☐	☒	☐	☐	☐	LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE INTERVIEW. Presentation
POINTS AVAILABLE <u>100</u> POINTS EARNED <u>74</u> GRADE <u>74</u> %						

Please note the above grade is for general feedback purposes only; you still need to reflect on this presentation in your written assignment and attach the scan of this page as an appendix.

Evaluation of presentation by peers and lecture

Mini-presentation Feedback Form						Date: 9/12/19
Student presenting: <u>Edgar</u>						
SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor						
Topic:	5	4	3	2	1	Comments
DELIVERY						
The presenter delivered the material in a clear and structured manner	☐	☒	☐	☐	☐	
The presenter was knowledgeable about the topic and any related issues	☐	☒	☐	☐	☐	
The presenter maintained my interest during the entire presentation	☐	☐	☒	☐	☐	
The presenter was enthusiastic about the topic	☒	☐	☐	☐	☐	
The presenter was well organised and prepared	☒	☐	☐	☐	☐	
Eye contact was maintained	☒	☐	☐	☐	☐	
Body language was appropriate	☒	☐	☐	☐	☐	
Time for presentation used effectively	☐	☒	☐	☐	☐	
The presenter was able to present the material without excessive dependence on notes	☒	☐	☐	☐	☐	
The volume was appropriate	☐	☒	☐	☐	☐	
The presenter spoke clearly	☐	☐	☐	☐	☐	
The pace of speech was natural	☐	☒	☐	☐	☐	
There was a clear introduction	☐	☐	☒	☐	☐	
There was a clear conclusion	☐	☒	☐	☐	☐	
CONTENT						
The topic was interesting	☐	☒	☐	☐	☐	
The presentation was concise and informative	☐	☒	☐	☐	☐	
The presentation contained good examples	☐	☒	☐	☐	☐	
Content was relevant to the topic	☐	☐	☒	☐	☐	
Relevance to the module	☐	☒	☐	☐	☐	
OVERALL PREPARATION	☐	☐	☒	☐	☐	LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE INTERVIEW. <u>PRESENTATION</u>
POINTS AVAILABLE 100 POINTS EARNED <u>73</u> - 73 GRADE <u>73</u> - 73 %						

Please note the above grade is for general feedback purposes only; you still need to reflect on this presentation in your written assignment and attach the scan of this page as an appendix.

Evaluation of presentation by peers and lecture

Mini-presentation Feedback Form						Date: 9.12.19
Student presenting: <u>EDGAR</u>						
SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor						
Topic:	5	4	3	2	1	Comments
DELIVERY						
The presenter delivered the material in a clear and structured manner	☒	☐	☐	☐	☐	GOOD PRESENTATION Well delivered. 5 STAR. x
The presenter was knowledgeable about the topic and any related issues	☐	☒	☐	☐	☐	
The presenter maintained my interest during the entire presentation	☐	☒	☐	☐	☐	
The presenter was enthusiastic about the topic	☒	☐	☐	☐	☐	
The presenter was well organised and prepared	☒	☐	☐	☐	☐	
Eye contact was maintained	☐	☒	☐	☐	☐	
Body language was appropriate	☐	☐	☒	☐	☐	
Time for presentation used effectively	☐	☒	☐	☐	☐	
The presenter was able to present the material without excessive dependence on notes	☐	☒	☐	☐	☐	
The volume was appropriate	☒	☐	☐	☐	☐	
The presenter spoke clearly	☒	☐	☐	☐	☐	
The pace of speech was natural	☐	☒	☐	☐	☐	
There was a clear introduction	☒	☐	☐	☐	☐	
There was a clear conclusion	☐	☒	☐	☐	☐	
CONTENT						
The topic was interesting	☒	☐	☐	☐	☐	
The presentation was concise and informative	☐	☒	☐	☐	☐	
The presentation contained good examples	☐	☐	☒	☐	☐	
Content was relevant to the topic	☐	☐	☒	☐	☐	
Relevance to the module	☐	☐	☒	☒	☐	
OVERALL PREPARATION						
POINTS AVAILABLE <u>100</u>						LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE INTERVIEW: <u>PRESENTATION</u>
POINTS EARNED <u>83</u>						
GRADE <u>83</u> %						

Please note the above grade is for general feedback purposes only; you still need to reflect on this presentation in your written assignment and attach the scan of this page as an appendix.

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