

**ACADEMIC AND EMPLOYABILITY SKILLS
(BMSW4001_Lon)**

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Introduction: Humans are the only few species in the world who can recognise their images (Reflection) in the mirror. This consciousness or self-awareness helped them to achieve a rich mental state. By using their thoughts, senses, and experiences man acquire knowledge: this process is known as 'Cognition'. Cognitive minds think, use memories/ experiences, learn, evaluate, and solve problems. Human civilization has come so far because of this 'Problem-solving ability'. They know how to execute a work from just an idea in a given time, place, and resources. (Gibson, 1995)

Skills

The ability to fulfill a task, efficiently. It requires hard work, determination, self-motivation, time management, and teamwork.

Academic skills (Definition and explanation in details)

Academic skills can be described as the work done in schools, colleges, and universities. For example The qualifications and academic achievement.

Why do we need Academic skills?

Academic skills are to help us to become more effective in learning. It includes the ability of reading, writing, verbal communication, critical thinking, ability to research, and problem-solving.

Why are academic skills important?

Academic skills are very important in encouraging students to become more efficient learners and to gain confidence.

To be successful in the academic field we, as students must have strong motivation, dedication, and commitment, a good understanding of different cultures and people, sensitivity when communicating and flexibility, a plan for exam preparation, the ability to deal with time management, laziness and stress. Communication is the principal example of an academic skill. We need to be able to communicate verbally with our fellow students and teachers, able to react and express our feelings and show our ability of critical thinking. Written communication is also a principal example of an academic skill as it is important to know how to express ourselves in writing, e.g. essays, speeches, assignments, and reports.

Employability Skills

The meaning of employability skills can be described as transferable skills along with motivation, specific skills, and abilities which are required almost in every sector of employment. Employers will look for these skills in every individual. Employability relies on someone's understanding, expertise, and attitudes, how individuals can use these, and how to make presentable to employers. A list of employability skills required by most of the employers: communication and interpersonal, problem-solving, using own initiative and self-motivation, working under pressure and to deadline, managerial skills, team working, ability to learn and adapt, numeracy and quantitative, negotiation.

Hard skills

Hard skills are specific teachable abilities, easy to measure. Hard skills are demonstrable and measurable and important as they increase someone's quality of

being productive and efficient, Examples of hard skills are: data analysis, marketing, project management, design, cloud computing, bilingual

Soft skills

Soft skills are personal qualities that enable someone to communicate effectively and joyfully with other people. The importance of soft skills is that these turn to both character traits and interpersonal skills which will develop how well a person can work or interact with others. A study shows in Forbes that these days employers are looking for these skills more. Examples of soft skills are as follows:

Communication

Teamwork/working with a team

Time management

Adaptability

Problem-solving

Creativity

Work ethic

Interpersonal skills

Communication

Communication is the ability to convey or share ideas and feelings effectively. All most all the jobs require employees to have very good communication skills. There are 4 main types of communication skills we use every day. Verbal Non-verbal Written and Visual.



Communication is one of the most important elements of corporate success. A very good communication is about understanding instructions, learning new skills, knowing how to request, and how to ask questions and receiving information without any difficulty. Good communication skills are the most basic skills that one can adopt yet its much in demand by every employer,

Working with team

The combined action of a group effectively and efficiently can be called as teamwork or working with a team. The willingness of a group of people to work together to achieve a targeted aim. Working with a team is important to understand each other, it helps to build up a friendship for a friendly environment. Example of teamwork as follows:

Responsibility – understanding, showing empathy and respect and being nonjudgmental
Honesty, active listening, collaborations, awareness.

Time management

Time management is the ability of using one's time productively at work or personally. Stabilising it according to needs. Proper time management is important as it allows us to

achieve our goals successfully. This will give us more free time; less stress and it will help us to focus more. Therefore, a successful career can be achieved easily.

Time management skills are as follows: prioritisation, deciding the order for dealing with few tasks/items according to their importance (urgent, non-urgent). Planning, how to divide your time between specific activities. Goal setting, an action plan or commitment which helps to motivate and guide a person to reach the targeted goal. Using a diary, it is an excellent tool that will help us to use our time wisely, simple yet powerful.

SWOT Analysis

SWOT analysis is a process of testing a person by looking at his/ her strengths, weaknesses, opportunities, and threats. Its widely used by many businesses as well as on a personal level. It is a way which indicate and establish the areas for improvement.

Benefits of SWOT analysis

Personal SWOT analysis allows one to focus on own, to reach goals by knowing the strengths, working on personal problems, by making full use of opportunities and by setting a plan/goal to face the threats. It can be easily said that SWOT analysis is a very useful idea. SWOT analysis is not an everyday task or not a process that we need to follow every day in our lives but if someone is struggling with a problem, do not know where to start from, it might be a good and useful way to start from the bottom by knowing him/ herself.

The benefits of SWOT analysis are:

- know the strengths
- reduce weaknesses
- make full use of the opportunities
- set a goal to reduce the threats

SWOT analysis: Alia R Ashrafi

STRENGTHS • Good communicator • Ability to work under pressure • Optimism • Organisational skills • Good listener	OPPORTUNITIES • Completion of graduation (health & social care) • Launch new business in social care/childcare • Job opportunities in the NHS • Become Nursery Nurse
WEAKNESSES • Emotional • Can appear shy in front of a large crowd • Writing skill • Anger • Sometimes judgemental	THREATS • Covid-19 • Recession • Unemployment • Funding for business

Research and note-taking

Research is a structured way to solve problems, collecting facts, and storing and analysing them. Note-taking is part of the research. Practicing note taking and assessing regularly can put an impact on learning and achieve success. Research and note-taking help to be focused and act together to grow reading and writing and analytic abilities.

Academic writing

It is a formal style of writing to show the author's understanding of certain subjects or topics in a structured, concise, and clear way. An academic essay deals with an argument from a neutral view, compare and analyse many views and theories with the evidence. Academic writing on a certain topic or issue starts in the writer's mind by understanding the topic well enough then the writer moves on to produce creative ideas, researching, collecting relative information, taking notes, plan to write, and finally proofreading and making corrections accordingly.

Personal Development Plan (PDP)

It is an action plan, A process of creating aims and setting up goals, It helps to identify the key areas of learning and improving, it can guide us by identifying our strengths and weaknesses, how to make decisions, how to set up goals, it also enhances confidence, personal features. It can make us happy. It is very likely to reach our goals and more likely to have an educational and financially successful career.

My weaknesses can be improved, and these are from my SWOT analysis.

PERSONAL DEVELOPMENT PLAN (PDP) ALIA R ASHARFI

What is my challenge? Or What I would like to improve?	Why I would like to improve them?	What are my plans to improve?	What resources do I need to improve the skills?	My target time (By when I am going to achieve those)?
Emotional intelligence	If I improve my emotional intelligence, I would be able to have good teamwork. I can deal with change and handle a tough situation.	I would try to be positive, confident, and motivated. I would Learn to take critique well and improve my analytical listening	Reading books, Self-awareness and SWOT analysis	May 2021
Writing skills	If I improve my writing skill, I would be able to communicate effectively, be more productive, maintain an image with respect, less misunderstandings, less stress, can focus more	I would attend regular academic writing sessions at the library and read more books, articles, I would use online sources to get tips from the professionals.	Increase writings every day, and practice writing more email, letters, access to laptop, pc, internet for above, Read books at the library.	February 2021
Improve Self-esteem	If I improve self-esteem, I will have the ability to make decisions, I will have confidence in a large crowd, less shyness, less anxiety, and can make decisions.	I would learn new skills, take new challenges, do something creative, identify my skills, identify positive things about myself	I would attend courses, visit art clubs, do self-esteem worksheet, do a SWOT analysis, increase reading books and I would watch YouTube videos on self-esteem	- February 2021

Conclusion

“If you give people tools, and they use their natural abilities and their curiosity, they will develop things in ways that will surprise you very much beyond what you might have expected.”

— **Bill Gates (Co-Founder of Microsoft Corporation)** (Tromp, 2014)

By completing this assignment, I have learned many key aspects of learning which will help me in many ways. I have examined and learned the definitions of skills and ways to apply them in real life. By SWOT analysis I now know my strengths, weaknesses, opportunities, and threats and the necessity of short and long term a plan and execution in life. After completing my PDP, I am confident and aware of my challenges, the reasons to improve my weaknesses, how to improve, and the resources I need to improve them, and I was able to set a target time to achieve my goals.

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