

Reflective Essay On Academic and Employability Skills

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Introduction

Employability skill is important for every individual to strengthen their career. The individuals need to adapt transferable skills in their academic career to make them more flexible in the job sector. This study aims to create awareness among the students that helps them to understand the importance of employability skills. By using this module I will be able to gather skills regarding the employability skills. This module helps me to know more about the employability skills and its application in the professional sector. This module will help to make myself an efficient employee in near future. I have used Gibb's reflective model to describe my feelings, evaluation, analysis and the action plan, which are required to be a successful employee in the professional sector (Husebø *et al.* 2015).

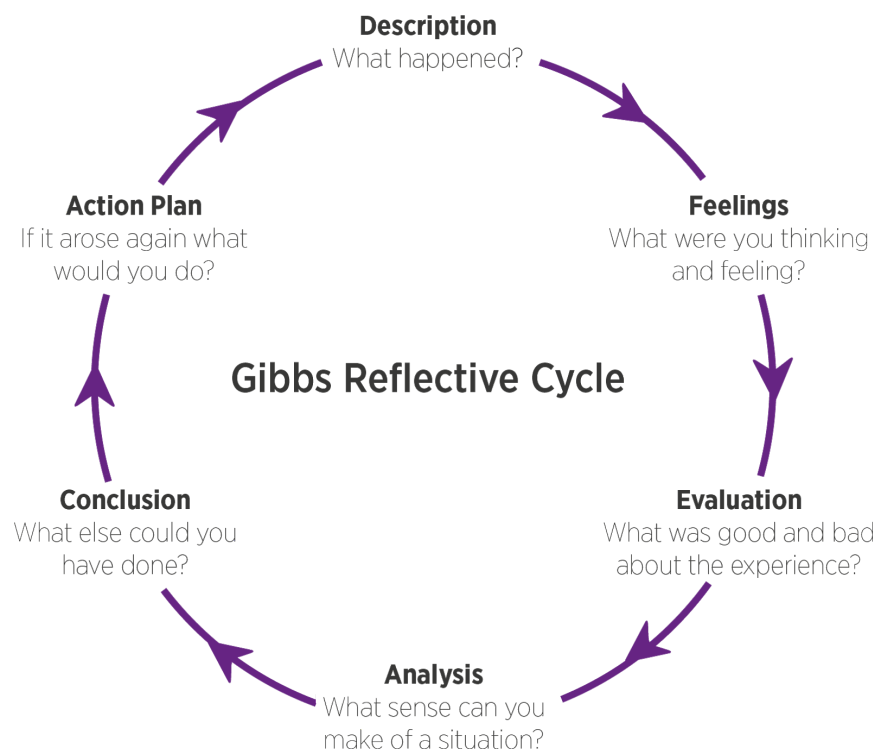


Figure 1: Gibb's Reflective Cycle

(Source: Husebø *et al.* 2015)

Description

As a student, I dreamt to get a good job from the job market. But getting jobs are not easy so one must have to prepare himself for the career. I have a passion to make myself an effective employee in my workplace. It is important for me to develop my personal and professional skills to express me as an effective manager in future. For every employee, it is important to obtain different employability skills to improve themselves professionally (Asiri *et al.* 2017). And gaining employability skill must be started from the student life beside academic study. During involvement with my module, I have found that I need to develop my existing skill and adopt new skill to survive in the competitive workplace. I was very clear about what I want. I want to be an effective employee by using academic and employability skills. During studying that module, a project was allotted to me by the teacher, which helped me to utilize different skills that I have learned in my academic career. The most important skill was the communication skill that I have learned in this module. Therefore, I have understood that management skill is important to expose myself as an effective employee.

I have acquired decision-making skill, paraphrasing, analytical skill, CVs review, resource skill and many other skills from my academic career, which helped to expand my knowledge to outside. Among these, I have adapted some skills quickly and sometimes I took a long time to adapt some skills. In my academic career, I have learned some skills out of the above skills. These helped me to work and prove myself outside the classroom. During the

project, I was given some tasks, which I had to complete by using my academic skills. With the help of my group members. The most important part is the communication skill. I worked as team leader and I had to communicate with the group members properly for successful completion of the project. I was able to improve my communication skill while communicating with the team members. I started to interact with the team members regularly via verbally and non-verbally and tried to deliver the information properly. I have adopted good listening skill from my academic career that will help me to express myself in my professional career.

Feelings

In this module, I went through several studies and discussion and I came up with a fact that academic skills have a great impact on employability skills. However, to adopt good employability skill it is important to utilize the academic skill properly (El Mansour and Dean 2016). A students needs to obtain diverse skills to show effective performance in workplace. As a students, I found that an effective students needs to analyze the situation and then come up with a rigid solution. I have good communication skill, resource skill, and critical thinking skill, which are important to work as a team leader while doing group project in my classroom. I felt that if the members does not get empathy and value from a team leaders then it will leave a negative impact on the team. The first priority of the successful academic success is to provide respect to the teacher and team members and the surroundings classmate. This module helps me to be Empathy to the team by finding their issues and demand regarding the assignment. I have an attitude to think critically and listen actively. These skills are effective employability skills that enable the individuals to perform effectively. My aim is to be an effective manager in the

global organization in near future. This study allows me to describe the diverse skills that are required to be an effective manager.

While doing various assignment related to study. The assignment highlights how academic skills leave an impact on employability skill. The skills that I acquired it from my academic field allowed me to use these in the professional field. The first thing that struck in my mind is the effective communication. For every employee effective communication is required to complete their work. In the case of a manager, they have to interact with both internal and external stakeholders. I tried to use my verbal and non-verbal communication skills to achieve my employability skills. However, I realized that not only the verbal skills but also sign language is important in the professional field to connect the stakeholders.

I found that communication is not difficult for me and I can achieve the trust of the people through my communication power which I have gain from this module. I felt confident when I used to interact with the teachers, classmate and friends and was able to solve their queries. Therefore, my analytical thinking helped me to analyze the methods through which I was able to complete the project one by one step. This gave me more confidence and faith in the academic skills. I tried to use an open discussion with the friend's and classmate to give my viewpoints and to collect their feedback regarding the issues. Therefore, I used to carry an internal survey on the teamers in study to understand their issues and find out the solution to resolve these issues. Such activities helped me to increase my confidence level. The open discussion and survey by using critical thinking, analytical skill, and effective communication allowed me to improve my employability skills by increasing the confidence level.

Evaluation

Planning and organizing is the main requirement of the employability skill. For a manager it is important to establish a proper planning to manage their stakeholders then organize their planning in a proper way (Cottrell 2015). I was tried to make a plan and to organize it in a proper way. Firstly will communicated with teachers and classmates and then give them a feedback form to put their feedback regarding the service. I want to bring a change management within the class among the students by increasing the student's engagement in social works. In order to organize this plan, I had to influence the students. This was done by using my management skill, which I have learned in my academic career. During this project, I realized that there was a gap in my decision-making skill. I felt nervous to take any quick decision during the decision making. This was my major weakness. In order to organize my plan I had to use quick decision-making skill, however, I took more time to take the appropriate decision.

Therefore, my resource management skill was developed properly, which helped me to allocate the resources during the change management process by involving the students. The feedback from the classmate helped me to identify the current issues of the class. However, I understood that I had to work on the negative feedback by finding the areas of improvement and the positive feedback boosted my current confidence level.



Figure 2: Employability skills

(Source: Cottrell 2015)

Analysis

The major constraint, which I faced during my academic study is the communication gap between the teacher and students. Although teachers are very cooperative. According to the popular viewpoints, communication gap is a major issue that resists the student to improve their skill and make them as an effective employee (Quendler and Lamb 2016). My communication level was good but I was not able to take a quick decision and manage the resources. From my study experience, I have learned that a leader should have the strong communication skill and self-management skill to go with the other members. . In order to improve the employability skill of the manager, it is important to acquire self-management skills. I realized that I need to improve myself by improving my academic skill especially the decision making skill. However,

a manager needs to take a quick and right decision during the organizational crisis. Hence, I tried to think more critically and analyze the situation by using my analytical skill. This will help me to develop a quick decision and make myself an effective manager.

In order to reduce the skill gap, I asked my teacher to help me by sharing their experience and tactics, which will help me to improve my employability skill by using my academic skills. Moreover, this module helped me to learn how to improve the employability skill by applying the academic skill. Therefore, my current experience helped me to make a relationship between the academic skills and the employability skills and apply my existing skill in the professional sector.

Conclusion

I am satisfied, happy and confident about my study and experience. I realize that by selecting a particular division in the professional field I am able to explore my skills and to take challenges. My academic skills will identify skills gap in my professional life. As a student I have made interaction with the teacher and other students in the class, and understood their viewpoints. It is important for the people to cope with the internal challenges by acquiring a better employability skill. They should have good communication power and decision-making skill to deal with the challenges. These are the two major employability skills for the student. This current study helped me to improve my teamwork capacity, decision making skill, resource allocation skill, and self-management skills. This study enables me to understand what is exactly required to develop the employability skill of a manager.

Action Plan

After completion of this assignment, I need to work out on many areas to improve my employability skills. I need to improve my non-verbal language by using the sign language. Therefore, I need to improve my decision-making skill as it is an important skill to express myself as a manager. In order to do this, I would like to take assistance from the teacher with whom I learn. Therefore, I need to gather information through sharing knowledge. I need to do more practical application of my skills to brush up them. Therefore, attending different workshops will be an effective approach for me to cover my loophole. In order to understand the resource allocation.

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