

Academic and Employability Skills

Name: Jesica Alonso Beltran

Student number:1909628

Module course code: BMSW4001

Lecture name professor: Anita Nan

Introduction

The purpose or the aim of this report is to analyse academic and employability skills.

The skills which will be analysed are communication, team working, problem solving, planning, time management, decision maker, each of the are useful in both environments.

This report emphasizes the importance of each skill in the work and study environment, followed by a brief description of each one to differentiate.

Communication, at its simplest, is the act of transferring information from one place to another. It may be vocally, written, visually or non-verbally.

Skills you need (2011) *helping you develop life skills* {Online}. Available from: <https://www.skillsyouneed.com/ips/communication-skills.htm> (Accessed: 2019)

Communication is the process of transmitting information and common understanding from one person to another.

Communication in the workplace is critical to establishing and maintaining quality working relationships in organizations.

Adu-Oppong, A & Agyin-Birikorang, E. (2014) 'Communication in the workplace: guidelines for improving effectiveness' *Global journal of commerce & management perspective*, 3(5), pp. 208-213, Global Institute for Research & Education {online}. Available from: https://www.researchgate.net/publication/304782482_COMMUNICATION_IN_THE_WORKPLACE_GUIDELINES_FOR_IMPROVING_EFFECTIVENESS (Accessed: 28 December 2019).

In my point of view, I think I have this ability, one of the reasons that I think I have this ability is because I am an open person that can share without any problem my opinions and my points of view and also I am not a shy person, I am not scared, for talk, for present my ideas to others.

Teamwork skills are the process whereby a group of people pool their resources and, skills to work together and achieve a common goal.

Daley, D. (2004) *Teamwork Skill* (career skills library). 2nd. Infobase

Teamwork is defined by Scarnati (2001, p5) "as a cooperative process that allows ordinary people to achieve extraordinary results"

Scarnati, J. T. (2001) On becoming a team player. *Team Performance Management: An International Journal* 7(1/2), 5-10

This skill is one of the hardest but I can say I have an almost certain part of this skill, I need to improve it, probably my listening with others.

Time management has been described using many different terms including spontareity, balance, flexibility and having control overtime (Lankein 1973).

Lakein,A.(1973) How to get control of your time and your life.New York Wyden.

Time managment refers to managing time effectively so that the right time is allocated to the right activity.

Juneja,P(2001)'Time Mangement-Meaning and its importance' *Management Study Guide Content Team*,{Online}.Available from:<https://www.managementstudyguide.com/time-management.htm> (Accessed:28 December 2019).

This ability has been one of the most improved I had, I have had to know how to manage my time in many areas of my life such as a university,work and family...This skill is too important for daily life because we are exposed to many things outside.

Problem- solving:solving the problem involves moves that transform one state of the problem into another state.

Kahney,H(1993) *Problem solving: current issues.2nd ed.*Buckingham:Open University Press.

The Problem-solving process is explained as a complex process that requires many skills to be used together.The elements of this process are Understanding the problem.

According to Altun,M et al.(20027) Examination of problem-solving development of elementary school students:*Academic Research Project Department*.{Online}.Available form:<http://www.e-ijer.com/tr/download/article-file/338828> (Accessed 28 December 2019).

I think, to be honest, I do not have this skill set, I need to learn more about it because it is not that easy to solve some problems ,but I know with this course I will achieve this skill and get a good result.

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Decision-Making is the study of identifying and choosing alternatives based on the values and preferences of the decision- maker. Decision-making is the process of reducing uncertainty and doubt about alternatives to allow one to choose one of them.

Parcon,P(2006) *Develop your decision-making skills*.New Delhi:Lotus Press.

As I said before I do not feel sure with this skill,I think I am not too good to make decisions I do not have yet this skill,I take longer to get a decision.

Conclusion:

This report analyzed several academic and employability skills that show the importance of each of the mentioned skills.

This report shows that communication is one of the most important skills that humans being may need, is the ability that allows a human being to understand each other and reach a conclusion, without communication nobody can do anything.

This report also realize the importance of teamwork skill an important skill in both area at work and a student environment ,without this ability it is difficult to maintain a calm environment in both places, this ability is necessary for everything that is carried out.

This text also emphasizes time management and problem-solving and decision-maker which are skills that people need to be learned to have a better lifestyle and not cause stress in their daily life. These skills teach people to have order in their lives, to manage well the time and find solutions for every case and to think correctly in their decisions.

REFERENCING

According to Altun,M et al.(20027) Examination of problem solving development of elementary school students:*Academic Research Project Department*.{Online}.Available form:<http://www.e-ijer.com/tr/download/article-file/338828> (Accessed 28 December 2019).

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https://www.researchgate.net/publication/304782482_COMMUNICATION_IN_THE_WORKPLACE_GUIDELINES_FOR_IMPROVING_EFFECTIVENESS (Accessed:28 December 2019).

Daley,D.(2004) *Teamwork Skill*(career skills library).2nd.Infobase

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Skills you need (2011) *helping you develop life skills* {Online}. Available from: <https://www.skillsyouneed.com/ips/communication-skills.htm> (Accessed: 2019)

Ex.2

Re-read the text 'To be a great leader, you need to start by leading yourself' on the previous page.
Summarise main ideas from the text in your own words. Write about 175 words.

Most people go into top positions with good intentions. If you want to succeed, devote some time and energy to self-leadership. ~~It is not being a~~ Leadership is a little like being a parent; before you we have all these noisy visions of how we are going to do it, but ~~when~~ inevitably we are going to be, and then we'll sidestep the mistakes that we see other people make.

Leaders have too much to do and not enough time to do it, they don't clearly think through their priorities and strategies, and because of position of power causes them to assume that the people beneath them will take care of a lot of problems.

First of all, you need to be aware of your shortcomings. Leaders need to know all of their ~~own~~ bases, predilections and weakness.

Also, regulate your feelings, no matter how much preparation and reflection you put in, there will be employers, clients, and associates who anger and frustrate or annoy you.

Lecturer's comments: Generally, good summarising skill. Try to include all main ideas (e.g. about Marcus Aurelius).

Lecturer's signature: *oh* Date: 9/12/2019

REFERENCING EXERCISE

Exercise 1

Six publications of various formats are described below. Try expressing the reference details for each in the Harvard style and putting them into alphabetical order in a reference list.

1. A book with the title: 'Occupational health and safety', published in Sydney in 2004 by McGraw-Hill, with authors M. Stewart and F. Heyes. This is the second edition.
2. A book with the title: 'Internal control and corporate governance', with authors K. Adams, R. Grose, D. Leeson and H. Hamilton, published in Frenchs Forest, NSW by Pearson Education Australia in 2003.
3. An article by M. Scardamalia and C. Bereiter, called 'Schools as knowledge-building organizations', published in 1999 in a book edited by D. Keating and C. Hertzman, called 'Today's children, tomorrow's society' in New York by Guilford as pages 274 to 289. *Scardamalia → at vol 5 page 274*
4. An article by J. R. Savery and T. M. Duffy, called 'Problem based learning: an instructional model and its constructivist framework', published on pages 31 to 38 in the journal 'Educational Technology', volume 35, number 5, in 1995.
5. An article called 'Integration and thematic teaching: integration to improve teaching and learning' by S. Lipson, S. Valencia, K. Wixson and C. Peters, published in 1993 in the journal 'Language Arts', volume 70, number 4, pages 252 to 263.
6. A videorecording of a television documentary called 'Embers of the sun', produced in 1999 by the Australian Broadcasting Corporation in Sydney.
Embers of the Sun (1999) videorecording Sydney, Australia