

**BMSK4001**  
**Academic & Employability Skills**  
Assignment Report

Submitted to

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## ***1. Objective***

Though I have been working as Deputy manager at Tesco and gained many skills of which many falls into the Academic and Employability skills, I have learnt a great deal in developing personal, professional, management and employability skills in this course. I have learnt how to gather relevant and reliable information on a subject and reflect that upon my writing. It also has helped me increasing my writing skills required in professional life as well as in personal day to day life. It particularly helped me with the academic writing improving my efficiency in language and grammar, writing structure and vocabulary.

Even though I had previous experience, the lectures, labs and the study materials in the last semester helped me a great deal of with using computer more efficiently and getting more from this and other handheld devices. The course taught me writing, saving, exporting and formatting professional documents in an efficient way with Microsoft Word, PowerPoint.

I have learnt summarising any write-ups, such as an essay, an official letter, a University report etc., in a more concise manner. It gave me ample knowledge in reviewing and referencing in report, assignments writing. Because part of my academic writings comes from online research, library books and various other places it sometimes reflects those, write-ups of other people, in my academic report writings which falls into plagiarism, so to construct a plagiarism free report writing I relay hugely in turnitin which I came to know in my last semester.

## ***2. Overview:***

The tremendous multifaceted growth and development in the last few decades in every aspect of human life made employability complex than ever. There uncountable issues that affect present days employability scenario. Followings are the few very important factors plays a very significant role in the workplace. Robert Cialdini, one of the most prominent professor of Psychology and Marketing, in his 'Influence' book, he introduced six key principals:

- Reciprocity
- Commitment and consistency
- Social proof
- Authority
- Liking
- Scarcity

What I conclude from the main arguments of his six principals are how we bring and put forward our ideas in our work (here for this analysis) environment and our colleagues. In an amicable discussion it brings us together and makes your work place and colleagues agree with you. On the other hand, with a badly brought and put forward idea will put us in non-agreeable scenario and make our colleagues disagree with the idea, to reach a meaningful compromise, or to take action. It means, generally, based on the how we put forward our ideas and thoughts influence our actions and understanding, mastering these six theories can make us more effective communicator, negotiator at work place.

## ***3. Academic and Employability Skills:***

Employability skills play a vital role in present day employment scenario. Besides job specific skills employers always look for some general skills. These general skills are sometimes called 'employability skills'. Having a decent amount of employability skills can increase the chance of getting a job quicker.

Regardless of our job sectors employers are always looking for the following key factors in an employee, and these are as follows:

- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organising
- Self-management
- Learning

- Technology savvy

### *Good Communicator*

Besides being suitable for a specific position being a good communicator plays a vital role in our employability. It increases our, depending on the job role, performance and level of confidence. A good communication skill enables an employee communicates with others more effectively and on the official documents, such as memo, letters, etc. more efficiently.

Followings are some ways to improve communication skills:

- Writing more assignments, reports and reviews to shun your skills
- reports as part of your studies
- Blogging, writing in journals
- Taking every opportunity of any kind verbal presentation, demonstration etc.
- Working face to face and in all other medium with clients

### *Teamwork*

Teamwork is all about working towards a specific goal as part of a team. It requires a great of capacity of interacting with other people, good communication skills, understanding and respecting others etc. We can increase our teamwork interaction capacity by simply implementing these simple steps.

- Volunteering activities where we can meet new people. It helps us understand each other, see and recognise various types of needs, way of behaviour etc. which are the key factors of a teamwork.
- Honest contemplation on how we can better ourselves in working with other people.

### *Problem Solving*

Problem solving is a very important aspect in academic and employability skills. Trying to find a solution to difficult situation requires us to at the issue from various angles which opens many unknown façades and that as a result makes us more resilient, increase our thinking capacity and broaden our minds. Doing the followings will give us an increased problem-solving capacity.

- Digging and researching in a subject you are keen in.
- Dealing with more complex issues in professional and personal life.
- Engaging in discussion with others in various subjects.
- Getting professional qualifications.

### *Initiative and enterprise*

At workplace being initiative, enterprising and forward thinking plays a very important role in our success. being enterprising and forward thinking is not always looking at the bigger picture but it sometimes requires us to at the smallest but the right thing. We can develop enterprising skills in the following ways:

approaching organisations and businesses about work placements or internships

- Being involved in challenging projects, assignments.
- Thinking out of the box and put forward to the management, key people.
- Always think improving stuff, the way they are, for a more efficient and cost-effective way.

### *Planning and organising*

Planning and organising is all about managing self, people and other resources related to a project or goal. The capacity in planning and organising means the project meets all the required deadlines and fulfils the requirements. We can increase our planning and organising skills with the following methods.

Develop a study timetable and sticking developing a study timetable and sticking to it

- Organising various meetings, events, shows besides your normal day to day life.
- doing chores regularly around our home.

### *Self-management*

**Self-management** is organising our time and works in such a manner that others don't need a check-up us. w Self-management

Self-management is about getting on with your work without someone having to check up on you every five minutes. You should also be able to stay on top of your own deadlines and be able to delegate tasks to other people to make sure things get done on time.

Examples of ways that you can develop or improve your self-management skills include:

- Doing a work experience placement or internship
- Asking for new responsibilities at work
- Developing a study schedule and sticking to it
- Joining a volunteer organisation.

We should always be on top of our agenda, deadlines and be able to delegate and follow-up any project or assignment. We can improve our self-management by asking people, talking to people and sometimes even listening to someone gives a solution to a problem that somehow missed out. Followings are the way we can increase our self-management skills.

- Doing a work experience placement or internship
- Taking initiatives at work
- Developing a study schedule and sticking to it
- Volunteer in various types of activities

### *Learning*

I believe learning is one of the most important domain in academic and employability skills. Learning is about being be able to pick understand the nature of the problem try solving it.

Examples of ways to develop or improve your learning skills are:

- Doing a short course or online course
- Doing some research into learning skills and learner types
- Starting a new hobby

### *Technology*

Typically, technology savvy means understand basic operation of computer and technology and know how to get work done with help of other people. For a better employability, we should enhance our skills on the technology.

Examples of ways to develop or improve your technology skills include:

- Doing a short course or online course
- Asking for extra training at work
- Identifying and finding out technologies

#### **4. *Writing CV***

Learning various aspects of CV writing was one of the core parts of the lectures in the last term, with ample hands-on practical know-hows, it gave me knowledge of formulating good CV.

Followings are the different aspects of CV from an acceptable or non-acceptable CV standpoint.

A good CV should always be constructed with some key attributes, such as it should be precise and to the point and should demonstrate the key strength of the applicant by providing previous job responsibilities, how and what were the accomplishment and achievements etc. Followings are the key attributes a CV should include:

- A good CV should start with an objective (opening statement) where the applicant put their career goal and strength in brief.
- A CV should be structured into different sections with headings, such as Experience, Educations, Skills, Employment history, References, etc.
- A good CV should precisely include all the key strengths and merits of an applicant so the employer can easily spot those.
- All the contact information should be mentioned.

Followings are the things we should always avoid putting in a CV.

- Making inconsistent and irrelevant statements.
- Wordy and lengthy
- Unconcise un summarised
- Personal attributes, such as heights, colour, etc.
- Date of birth
- Address
- Health status
- Irrelevant references.



*Figure 1 An Example of a Bad CV and a Good CV*

### ***5. Developing relationship and trust in workplace:***

We, human beings, are social creatures. We long for positive interactions, just as we crave for food and water, which keeps us going. So, developing better relationships and trust doesn't require any further justification. We always want to keep ourselves happy and while having spent a big chunk of our daily life at work makes better relationship and trust at work vital and dispensable.

At works, amongst our colleagues and team members, we rely on each to great deal for a commons goal and without this trust and good relationship it would impossible to reach our success. Good relationships and trust, between team mates, colleagues, makes work more enjoyable and that as a result flourish our imaginations, creativity, responsibility and accountability, which are the most commons and very important any workplace.

## 6. *My accomplishments so far and goal for year ahead:*

At the beginning when just started this 'Academic and Employability Skills' module, I had shortage of skills and knowledge in writing professional reports, presenting them, thinking and analysing critically, communicating with my colleagues and some other areas, affected my professional as well as personal, but at present, after attending the lectures, labs, contributing in many discussion with my fellow mates, studying books and online researches I believe have gained much of the required efficiency in the areas (above mentioned). I began to see having the edge of acquiring the required skills and knowledge in various aspects of 'Academic and Employability' in many parts of my life.

I have divided the stages of my learning curves as follows:

## 7. *Skill Gap & Targets:*

Evaluating the level of my present knowledge and efficiency in this 'Academic and Employability' subject I feel that I have to work more in 'Critical thinking and Critical analysis. In the coming months with the help of my lecturers, labs, and other methods of study I will focus more on filling up the learning gaps and gain efficiency in these particular areas as well as other areas I discussed above.

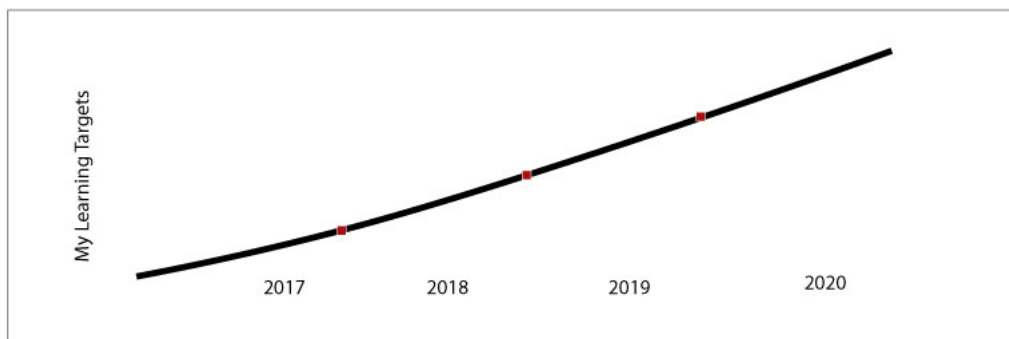


Figure 2 2019 to 2020 Learning Targets in my Skill Gap

| My Initial Position                                                                                       | My Present Position                                                                                             | My Future Target                                                                                                 |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Red</b>                                                                                                | <b>Yellow</b>                                                                                                   | <b>Green</b>                                                                                                     |
| Lacking in lot of required skills, struggling with writing professional reports, memos, assignments, etc. | Acquired some of required skills but still struggling in some areas, such as Critical analysis, Problem solving | Have a good knowledge and command and can write with confidence in all the areas of 'Academic and Employability' |

Table 1 Evaluation of Learning Stages and my Targets in 2019 and 2020

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