

Name: Portia Boateng Turkson

ID Number:2122363

Module Name: Academic and Employability skills

Module Code: BMSW4001

Name: Anita Nan

Contents:

Task 2 Report

Introduction

Time Management

Academic Writing

CV Writing

Public Speaking and Presentation Skills

Conclusion

References

Appendices

Task 1 Individual Presentation

Overview

Career

SWOT Analysis

Communication Skills

Problem Solving Skills

Team Working skill

Personal Development Plan

Conclusion

Referencing

Task 2: Report

Introduction

The students need to develop their academic skills and interpersonal skills effectively to enhance their employability (Donald *et al.*, 2018). There are several aspects of academics that students need to develop to attain success in life. They need to learn time management to organise their study productively. The study will discuss the importance of time management and developing the skill of academic writing. It will also demonstrate the significance of CV writing as a curriculum in academics. On the other hand, the report will also highlight the urgency of public speaking and presentation skills for the students to improve their employability. Professor Graham Gibbs introduced his reflective cycle method in the book “Learning by Doing” (Adeani *et al.*, 2020). It helps students to learn from their experiences and their situations. Gibbs’ reflective cycle model has been implemented for the analysis of the study.

Time Management

Time management is a process of utilisation of time effectively. It is a method of organising tasks and allocating time, based on the priority of the tasks. Time management is an essential factor for students to study productively (Jiao, 2019).

Description

Initially, I was struggling to manage my time effectively. I was feeling overwhelmed about what to do first or which subject I will study first, and how I will prepare my study productively. It was very de-motivating as I was losing my focus. These factors were affecting my concentration and my productivity was low.

Feeling

After I heard about the utility of time management in one of my class lectures, I started to implement some time management techniques in my study. I implemented the **Pareto analysis** method which emphasises 20 per cent of proper planning helps in delivering 80 per cent of the output. The method of time management is invented by economist Vilfredo Pareto (O'Neill, 2018).

Another time management method that helps me to study productively is the **Pomodoro method**. It is a method of balancing time of work and work intervals to enhance productivity of an individual (Mallery, 2020). I divide the time into various segments and take a short break to drive away from the boredom of my study. It is an effective method of utilising my time and balancing them with short intervals.

Evaluation

As per **Pareto analysis** techniques, I started jotting down the issues I was facing during my study such as lack of concentration was one major issue. After identifying my problem, I tried to find out the reason behind it and I discover one of the primary reasons was that I was spending more time on social media and was getting distracted during my study.

According to the **Pomodoro method**, I plan out the topics I want to study and allocate an approximate timeframe it might take to accomplish the tasks. I plan a short break after 25mins to 30mins and use a timer to remind me about the break.

Analysis

This subject has really help on how to manage my time effectively and how to allocated a specific time for spending on social media and restricted myself to check all the

social media updates only during the allocated time. It helped me a lot to gain concentration in my study.

Conclusion

These methods of time management have turned out very beneficial for me to perform my study constructively. I have noticed a positive transformation in my methods of study after following these techniques. I feel more confident about my study, don't feel burned out while preparing my papers and I have developed critical thinking and analytical skills as I need to plan my schedule to utilise the time effectively.

Action Plan

I am utilising these techniques in other areas of my life as well as these methods aid me to become a disciplined human being. I will emphasise and improve my time management skills to prosper in my career as well. The development of critical thinking skills and analysing skills along with time management will enhance both my managerial skills and employability.

Academic Writing

It is a formal form of writing used for academic purposes such as universities, educational institutions, scholarly publications, books, journals and other academic areas. The students need to learn the academic writing styles to gain success in academic life. There are several types of academic writing such as essays, research papers, literature reviews, thesis and dissertation, lab reports and more (Tusting *et al.*, 2019).

Description

I came across the significance of academic writing during my learning phase as students need to acquire academic writing skills. During my modules, I realised that different styles of academic writing it required for distinct fields of study, Therefore, it is necessary to learn the writing techniques well.

Feeling

I learned several types of academic writing to perceive the writing pattern and implement those in my study. As in humanities, it is necessary to present an argument constructively with appropriate evidence and in the case of the science stream, it is important to present the writing with acute details with proper authentication. Adequate

writing styles are crucial for applying to universities or colleges, obtaining a degree, or setting an academic career.

Evaluation

Learning the academic styles in my modules helped me to develop my writing skill a great deal. I learn to write lucidly and in a precise manner. It is easy to connect with the reader if the language is clear and precise. I learn how to use appropriate language and steer clear from vague words.

Analysis

It has helped me to analyse and Practice vital element to develop writing skills. I keep writing on various topics to develop my academic writing skills. I publish my writing in the journals of our institution and encourage my friends to do so as well. It has helped me to develop my writing skills in the initial stages of my learning modules. However, practising my writing skills help me to overcome the writing issue. .

Conclusion

Learning academic writing helped in my overall development. It helps me to help me convey information in an appropriate format. It makes the writing crisp and succinct. Proper academic writing styles are important as it has a specific audience. In the process, it has expanded my knowledge as well. Academic writing develops the habit of offering credit for others' work as well.

Action Plan

I intend to develop my academic writing skill further to acquire the art of writing efficiently. Writing is a form of effective communication as a result it is essential to acquire efficiency in writing. Academic writing is the best way to develop the skill and perceive the various form of writing.

CV is a short form of the Latin word 'curriculum vitae' which means 'course of life'. It is a document that contains all relevant details related to the academic and professional history of an individual. It is significant for the students to learn the art of CV writing (Scott *et al.*, 2019)

Description

I realised the Importance of CV writing during my learning modules. It is vital to outline the qualities in a skilful way to draw attention and create a differentiated statement. Analytical skill is important to write a CV constructively. I analyse all my skills minutely

and portray all details related to my academics and extra curriculum activities in my CV. I have witnessed the importance of an effective CV while applying for various long term and short term courses as a student.

Feeling

I feel a good CV helps students to remain prepared with all relevant details required details about their education, extra curriculum activities, skills, achievements, rewards, hobbies and other related details. It is a significant tool for self-promotion as well. I review my CV frequently and update the same regularly.

Evaluation

As I review my CV on a regular interval, it helps me analyse my skills and It is helpful to perceive my drawbacks as well. Therefore, I work on the areas I need to improve. A well-written CV is always handy to apply for the various courses and various events held in the educational institutes.

Analysis

Writing a CV as a student is very important to highlight the skills well. It allows self-assessment as well. It always helps me to identify the areas I need to improve and I always work to develop those areas. It turns out beneficial for me to groom myself by rectifying my weaknesses. I utilised my CV writing skills while I was preparing for the presentation for my module.

Conclusion

I think CV writing is an essential skill as it is a successful tool for personal marketing and self-promotion. Therefore, all the students need to learn the art of CV writing well to become successful in academic and professional life as well.

Action Plan

All students need to acquire the skill of CV writing for their future development. I stay updated with the latest trends of CV writing to present an up to date CV to demonstrate my skills. A well-written CV is important to plan a career effectively and increase my employability potential.

Public Speaking and presentation skills

Public speaking and presentation skills are two important pillars in the academic life of a student. Public speaking is a crucial element of verbal communication. Developing public speaking skills aids the students to deliver a speech in front of a live audience

(Ruxsora, 2019). Presentation skill is also vital for the students to demonstrate their ideas visually (MacFarlane, 2018).

Description

I learned and developed my public speaking and presentation skills while I was pursuing my course modules. I developed my communication skills and interpersonal skills to a great extent as I need to prepare myself for public speaking and demonstrating presentations for my projects.

Feeling

I feel public speaking and presentation skills are essential for students to increase their efficiency in communication. Exercising these skills helps to enhance interpersonal skills which are vital skills for students. They must balance their academic life by studying the course modules and learning these soft skills effectively.

Evaluation

As a student, I emphasise both the academic curriculum and the opportunities to develop my soft skills by preparing presentations and enhancing my public speaking skill as well. I was able to prepare a presentation skilfully. However, my drawback was addressing the audience face to face. It was a difficult task for me to speak in front of the crowd as I used to feel very strained.

Analysis

As I analyse my skills I discover that I need to develop the area of public speaking to become a successful student. The universities nowadays offer holistic development to their pupils to become successful in professional life as well. Therefore, I wanted to utilise the opportunity provided to us. I started developing my skills by speaking in front of a small group of friends and steadily I develop the skill of public speaking.

Action Plan

Presently, I have developed my public speaking capabilities to a great extent. I have demonstrated a presentation in front of a live audience and I communicated to the audience effectively with minor errors. I am continually working to enhance my public speaking skills as it is essential for my career planning. I want to become an HR professional and public speaking, communication, and interpersonal skills are integral parts of the profession.

Conclusion

The study can be concluded by stressing the importance of several elements of academics such as learning the academic writing styles properly, managing times effectively, developing their public speaking skills, learning the presentation skills to portray their thoughts, and writing a CV carefully. These are some essential factors that help the students grow in their academics and prepare them for the future as well by enhancing their efficiency and employability.

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Appendices

Task 1: Individual presentation

Overview

OVERVIEW

- My career
- Swot analysis
- Teamwork skills
- Communication
- Problem solving skill
- Personal development plan
- Conclusion
- references

The following study is being presented over the aspect of the development of nursing skills that are in relation employability. It will make focus on the analysis of skills of reflection and employability skills that are needed by a nurse such as team working, problem-solving and time management will be discussed as well in the presentation. A personal SWOT analysis will be conducted along with a plan for personal development.

Career

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CAREER

- Healthcare assistant
- **Responsibilities :**
 - Administering medication and treatment.
 - Recording medical history and symptoms.
 - Monitoring patients health.
- **Skills:**
 - Communication skills
 - Teamworking skills
 - Problem solving skill.

Being a nurse has been selected career. A nurse is needed to have various skills such as team working, collaborative skills, problem-solving and time management. They are also needed to demonstrate various tasks for the hiring of new individuals to increase the workforce in the organisations (Yawalkar, 2019).

SWOT Analysis

SWOT ANALYSIS

- **STRENGTH ANALYSIS**

- Communication skills
- Problem solving skills
- Teamwork skills
- Time management

- **WEAKNESS**

- Self management skills
- Lack of confidence

- **OPPORTUNITIES**

- Williness to learn
- Get testers for new ideas

- **THREATS**

- Inadequate political skills
- Thinking skills

There have been various methods that have been used for the management of time such as the Pomodoro technique and Pareto analysis (Pinke et al., 2022). This has allowed me to have a development in my time management skills. Skills of collaboration have been my weakness. This can be also an opportunity for me to develop myself, the inability to solve problems the discussed points have been a threat for me.

Communication Skill

COMMUNICATION SKILL

- Communication skills enable individual to understand others and to be understood themselves.
- Communication skill help you to communicate with your patients and colleague .
- Communication skills help us to avoid conflict and compromise.
- communication skills help you build relationship with patients

In order to perform better, individuals are needed to have an array of employability skills so that they are able to have better individual performance. Skills of collaboration, presentation and reflection are some of the skills that are needed to have better performance in the role of HR manager (Ivanova, 2020). Out of these skills, I have been able to have great skills of time management and presentation while the skills of collaboration have been lacking. Hence, there is needed to develop these skills in order to have better individual performance.

Problem Solving

PROBLEM SOLVING

- Problem solving skills help you to determine why an issue is happening and how to resolve that issue.
- Problem solving skills are better equipment to serve their patients
- Problem solving skills helps you to be more effectively and critical thinker.
- Problem solving skills makes you to be creatively ask the right question and considering multiple option.

The skills of problem solving have been also one of the skills that are needed in employment and the role of a nurse (Matusiak et al., 2019). I have been able to present various studies in my past which has allowed me to have a great amount of experience on how I can present something to an audience.

Teamwork Skill

TEAMWORK SKILL

- Teamwork skill consists of interrelated abilities that allow you to work effectively in organized teams.
- Teamworking skills enable you to collaborate with team members and share ideas to support each other to enhance cooperative .
- Teamwork skill enable you to communicate with other
- Problem solving: the very idea behind organizing a team is to solve problem.

Team working or skills of collaboration has been a significant skill that is needed for nursing (Vogler et al., 2018). As a nurse of a UK based automobile organisation, I have been able to have great skills in team working as I have been able to connect with a variety of individuals that have developed my skills of team working.

Personal Development Plan

Personal development plan

- **Self management skills**
 - I have to know my strength : if I know my strength and weakness ,I will know which task will suit me for and which be a challenge.
 - Focus on one task at a time to minimize stress ,organise my workday to do list in order of priority and importance.
 - Develop an organization system by using physical date book ,apps on your phone ,or paper to do list to make sure your task are written down and organized.
 - Set short and long term goals for yourself to know what you want to accomplish with the work you are doing.
- **Lack of confidence:**
 - Build positive relationship :I have to spend less time with those who bring me down with their negative words.
 - Be kind to myself : I have to be gentle to myself at times when I fell like being self critical.
 - Recognise what you are good at :we all good at something ,weather its singing ,cooking, doing puzzles or being a friend.

The following personal development plan has been devised which has been aimed to develop myself widely via learning the skills of collaboration, reflection and problem-solving.



I want to be a nurse and this class has helped me improve my:



Communication skills



Teamwork skills



Problem solving and more, and it has also helped me in my real life when it comes to solving issues with people.

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In conclusion it can be said that I have been able to have some great skills that have allowed me to have great development while there have been some skills that need to be developed as well. Personal SWOT has been a great tool for me. I will be able to develop via the Personal Development Plan that has been devised.