

ACADEMIC SKILLS

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Introduction

Academic skills refer to the skills that are necessary for success in academia, particularly in higher education (Wats et al., 2009). These skills include reading and comprehension, critical thinking and analysis, research skills, written and oral communication, time management and organization, problem-solving, and collaboration. These skills are important for students in higher education because they enable them to effectively engage with the course material and successfully complete their studies. Additionally, academic skills are important for preparing students for success in the workforce, as they are often valued by employers and can help individuals advance in their careers. According to a report by the National Center for Education Statistics, "students who possess strong academic skills are more likely to persist in postsecondary education and graduate" (NCES, 2020). Developing strong academic skills can therefore be an important factor in helping students succeed in their studies and achieve their academic and career goals. This report will discuss some key academic skills which includes teamwork, motivation, time management and analytical and critical thinking skills.

Time management

Time management, or effective time management, is the use of someone's time that allows them to plan their days to complete the work with the least amount of effort, allowing them to not feel limited with the time they have.

Time management has a variety of implications for academic performance and learning as well in professional practice. Good time management is known to help me and other to improve our academic performance because it allows us to focus more on our academic work, allowing us to develop a deeper understanding of the given task that are required to understand. Effective time management can help one to have a good time plan and an activity plan that enable them to have sufficient time for their academic work. This also gives a chance to evaluate and reflect on what needs to be done to improve academic performance (Bettinger et al., 2014). Good time management can enable to realise goals and priorities in relation to the academic aspect. The focus on the goals and the objectives to attain the higher goals set for themselves. Good time management can also help one to avoid the anxiety that comes with not finishing the work that has been assigned to them. As a result, time management is known to aid in meeting anyone's performance and academic goals.

Effective time management is also known to help in the professional practice. Good time management is known to help in the reduction of stress as one would be known to be able to complete the task in the specified and given time for the task. Good time management is known to allow for leisure activities that one can participate in while still meeting the expectations that are set at my personal and workplace levels. Effective time management is also helpful in making one aware of stressful situations and the anxiety that can lead to poor work performance (Chan et al., 2010). This is commonly associated with the to-do list that a person is focused on completing. Effective time management can assist me in the future professional in avoiding the collision of activities that are both related and unrelated to work. These collisions of activities are known to cause the work to drag. And it also lowers the performance of the worker in the workplace. As a result, effective time management is known to aid in the development of appropriate work management skills in terms of time, work, and role performance (Hollnagel et al., 2016).

Theories related to time management

There are various theories that are highly related to time management, and they include the pickle jar theory and Pareto's principle theory. These theories are known to help individuals develop stronger skills and prioritise more effectively. These theories are also known to encourage individuals to think differently.

Pickle jar theory

This theory illustrates how relatively unimportant tasks and commitments can easily take up much of a person's time. According to the theory, the important things require immediate and comprehensive attention and produce benefits when completed. The theory is related to the awareness of the various tasks that are aimed at providing the larger benefits and require immediate attention (Miranda et al., 2020).

Pareto's principle theory

This theory focuses on the tasks with the greatest benefit. Therefore, it is aimed at explaining how people can work smarter by concentrating on the important things that can result in the diverse benefits. Therefore, the theory emphasises the importance of focusing on the important things that reap the benefits that can make an enormous difference in the coming future.

Motivational

The capacity to motivate and inspire people to follow their dreams and realise their potential is referred to as having motivational abilities. It's critical for university students to master this ability. Students will be able to enhance their performance with these techniques. Academic achievement is significantly influenced by motivation. Students are more likely to perform well in their academics if they are driven to study and accomplish their goals (Schunk et al., 2012). Additionally, it improved students' career possibilities. The ability to be motivated is crucial for professional success. Employers frequently seek for candidates who can both motivate themselves and others. Students' chances of finding a fulfilling career and their ability to stand out in the job market can both be improved by developing this talent (Schunk et al., 2012).

Motivation is not only important in the academic life of a student, but it also has an impact on the professional life of a person. In the working environment, employees of a company are the part of the success of the business and without motivation, the employees won't be able to be productive (Ganta et al., 2014). Motivated employees often work harder and more effectively, which can boost productivity and success at work. By producing greater income results, rewarding and recognising workers' outstanding work would motivate them to do better (Waseem et al. 2020). The incorporation of technologies that simplify and expedite activities into the workers' working process is beneficial. Additionally, teamwork in the working set up improves and encourages teamwork among the employees. Colleagues that are motivated are more likely to collaborate and work well together, producing greater results (Nohria et al., 2008). It also enhanced morale among the employees. Favorable attitudes, which are more common among motivated employees, can raise morale and provide a more positive work atmosphere. With motivation in the workplace also, it enhances and improves greater job satisfaction in employees. Employees who are driven tend to love their work more and feel more fulfilled and accomplished.

Motivational theories

Motivational theories are used to understand and explain why people behave the way they do. They help to identify the factors that influence an individual's motivation and how to increase it.

Maslow's Hierarchy of Needs

One popular motivational theory is Maslow's Hierarchy of Needs. The Maslow Hierarchy of Needs is a well-known theory of motivation. According to Maslow (1943), the satisfying of five

fundamental needs physiological, safety, love and belonging, esteem, and self-actualization is what motivates people (Navy, 2020). The hierarchy of these requirements places the greater needs at the bottom and the lesser needs at the top. As an illustration, unless a person's fundamental physiological and safety requirements are addressed, they won't be motivated to pursue self-actualization.

Self-Determination Theory

Self-Determination Theory, created by Deci and Ryan, is another significant theory (1985). According to this idea, humans are driven by three fundamental psychological needs: relatedness, competence, and autonomy. People are more likely to be motivated and involved in their job or hobbies when these demands are addressed (Coccia and Mario, 2020).

Vroom's (1964) expectancy theory

According to Vroom's expectancy theory, a person's motivation is influenced by their confidence in their capacity for success and the importance they attach to realising their goals. An individual will be more motivated to pursue a goal if they have confidence in their ability to do so and appreciate the benefits it will bring (Inoyatova, 2021).

Teamwork

Teamwork is defined as the process of working collaboratively with a group of people in order to achieve a common goal. It involves the ability to communicate effectively, to delegate tasks and responsibilities, and to work together towards a shared objective (Leverage Edu, 2021).

In the academic setting, teamwork is important because it allows students to learn from one another and to develop their interpersonal skills. Working in a team allows students to share ideas, to engage in active learning, and to build on the strengths of their team members. For example, a group of students working on a project may be able to divide the work and delegate tasks based on individual strengths and expertise, allowing the group to complete the project more efficiently and effectively (Leverage Edu, 2021). In the professional setting, teamwork is equally important. In many workplaces, employees are required to work on projects or tasks as part of a team, and the success of these projects often depends on the ability of the team to work together effectively. In order to achieve success, team members must be able to communicate clearly, to delegate tasks and responsibilities, and to work towards a common goal. In addition, teamwork helps to create a sense of teamwork and collaboration among employees, which can lead to increased job satisfaction and productivity (Khawam et al., 2017). There are several benefits to teamwork in

both the academic and professional setting. One benefit is increased efficiency and productivity. By working together, team members are able to share ideas and resources, which can lead to more efficient and effective problem-solving. In addition, teamwork allows for the division of labour, which can help to speed up the completion of tasks and projects. Another benefit of teamwork is the development of interpersonal skills (Khawam et al., 2017). Working in a team requires effective communication, conflict resolution, and negotiation, all of which are important skills in both the academic and professional setting. In addition, teamwork can help to foster a sense of community and collaboration, which can lead to increased job satisfaction and a positive work environment. Overall, teamwork is an important aspect of both the academic and professional setting. It allows for the sharing of ideas and resources, the division of labour, and the development of important interpersonal skills. By working together effectively, individuals are able to achieve success and to contribute to the overall success of their team.

Theories related to teamwork

There are several theories related to teamwork skills.

Tuckman's stages of group development

One theory is Tuckman's stages of group development, which proposes that teams go through four stages: forming, storming, norming, and performing. According to Tuckman (1965), during the forming stage, team members are uncertain about their roles and relationships, and there is a tendency to rely on formal rules and procedures. In the storming stage, conflicts may arise as team members try to establish their roles and work out their differences. The norming stage is marked by increased harmony and cooperation, as team members begin to work together more effectively. Finally, in the performing stage, the team is able to work cohesively and efficiently to achieve its goals.

Belbin's Team Role theory

Another theory related to teamwork skills is Belbin's Team Role theory, which suggests that individuals have specific roles that they naturally tend to play in a team. Belbin (1981) identified nine different team roles, including the plant, who is creative and comes up with new ideas; the monitor evaluator, who analyses and evaluates information; and the implementer, who takes charge of turning ideas into action. According to Belbin, teams are most effective when they have a balance of different team roles (Belbin, 2010).

Social exchange theory

A third theory is the social exchange theory, which proposes that people engage in behaviors that they expect will lead to positive outcomes (Blau, 2017). In the context of teamwork, this means that team members are more likely to contribute and cooperate when they believe that doing so will lead to rewards or benefits for themselves and the team. Overall, these theories provide insight into how teams develop and function and can be useful for understanding and improving teamwork skills (Blau, 2017). By understanding the stages of group development, the different roles that individuals can play in a team, and the factors that influence cooperation and collaboration, team leaders and members can work to create an effective and productive team.

Analytical and critical thinking

Critical thinking is defined as an intellectual discipline aimed at the active aspect of the thinking process and the skilful conceptualization, application, and analysis of information gathered from observation, experience, and reflection, which aids in the provision of guidance to a belief and an action (Karbalaie et al., 2012).

Analytical thinking on the other hand, is the ability of someone or an individual to identify and define the various problems he or she is encountering. This is primarily aimed at developing workable solutions and problems for the identified problems to test and verify the problems, resulting in solution development and identification.

Critical and analytical thinking are important skills in both academic and professional settings.

In academics it enhances the new presentation and the language skills. The development of both analytical and critical thinking is known to be helpful in the academic realm through the ability to have a higher level of presentation and language skills for academic purposes. The effective presentation and the increase of the language, such as the English language, can help a student to attain higher grades in the academic aspect (Marin et al., 2011). It also promotes creativity; analytical and critical thinking are known to increase level of creativity. This is known to help a student to produce different ideas and solutions that they can use to solve my academic work as well as personal case scenarios that one may encounter in my daily lives. As a result, creativity can be used to select the best idea and solution to existing problems that the student may face (Lai et al., 2014). This helps in the modification of the existing issues and the solutions that the student might be exposed to.

In the professional aspect it enables self-reflection, through the aspect of self-reflection, both analytical and critical thinking are important to an individual's profession. This can assist one in justifying and reflecting the values that the individual is known to have in the decisions. The professional decisions that are supposed to be made in the professional aspect as a result, critical and analytical thinking tools can aid in the evaluation of reflection and self-evaluation, which can lead to evaluation and decision-making (Birjandi et al., 2010). This can assist in changing and weighing the various professional decisions that they are required to make. Critical and analytical thinking is also beneficial in discovering alternative approaches to completing a task that are more effective than the original or initial solution or approach. The application of the strategies in critical and analytical thinking is considered important to me because it aims for good working performance (Miletzki et al., 2017).

Theories related to critical and analytical thinking

Two theories that are closely related to this are the Sternberg theory of analytical thinking and the critical theory.

Critical theory

This theory is for critical thinking. This theory refers to the many ways of approaching the solution to align it with the moral aspect of a given context, such as the professional or academic aspect. This theory is concerned with the coherence of the moral aspect of society, which is always known to influence the ways of thinking and the making of basic decisions. This theory proposes that in the making of the decision, there is use of the thinking methodology in the analysis and the decision-making (Tyson et al., 2014).

The Sternberg theory

This theory is aimed at the demonstration of the ability to analyse, evaluate, judge, contrast, and compare in terms of analytical intelligence. Sternberg said that this type of thinking can be highly developed through an understanding of the given scenarios in both the academic and professional realms. Analytical thinking can therefore be helpful in solving various challenging analytical problems.

Conclusion

In conclusion, the analysis of critical and analytical thinking, time management, teamwork and motivation have been done. This has been done through the evaluation of the theories that are

related and provide the basic explanation of the concepts. This is in relation to both the academic and the professional aspects.

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