

Academic and employability skills -
CertHE in Skills for the Workplace -
Group 1 (Weekend)

Research topics – Reflective writing,
Employability skills
and
Time management

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This module is provided to learn the students how to manage their time, how to evaluate their employability skills, academic experience and presentation skills and how to use it efficiently by solving tasks, plan the stages of their education and use the learnings for the working environment. In this research we will consider the instruments of an efficient time management.

Reflective writing and employability skills

I choose to combine this two topics because they are self one by one representative for each other. It is how the ordinary student make a portfolio for his future profile for his business carrier and make his vision attractive for the employers in his working environment.

By using the 5Rs framework developed by Bain et al (2002) I will try to describe the feedback from the skills development modules which leads the academicians to Report(R1), Respond(R2), and Relating(R3), and then future to their educational stages to Reasoning(R4) and Reconstructing(R5) a real business intensive environment.

On their first steps of studies the students explaining what they are absolved from the environment to provide a rational modification of the structure that they are involved in, to improve the abilities that they have regarded to their position in the company they represented. That allows to the reader to make his own conclusion about the main idea which the writer of the report is drawing. Once, when the writer make the connection with the public, he is loose to express his ideas in the way of his understanding for the situation in details and prove his thoughts by facts and researches that he has made in the time frame that he hold the post that he has answered for. The students present the problems which they are involved to and the approaches for their decisions in the typical situations and how the problems can be predict and solved before they come up on the first line. Finally the students create an analytical thinking which is coming from reframing the clues and make a future counter-act based on a grounded conception that they are reflecting on.

The reflective writing help the students to express their thoughts before, during and after the experience of the learning process. The journals that the students make putting so many questions which forming their analytical thinking and every point of view for a specific moment. The Cycle of Gibbs picture that perfectly and it contain:

Description – Feelings – Evaluation – Analysis – Conclusion – Action plan

This does not mean that everything should be unstructured in the way of thinking and feeling. The main point of the reflective writing is a clear vision of the thoughts supported by the examples and the evidences to illustrate the weight of the situation. The best way to do that is to balance the academic practice and the personal perspective with accurate thinking. In the writing the students should demonstrate the reasoning line from the sources that they have learned their development skills to be recognised.

The employability skills learning the students how to build their carrier profile to be competitive on the labor market. It helps them to provide the way to sell their skills to the companies when teach them to create how to introduce the working profile that is searched from the business.

First to know when we start to looking for a job is to make our CV for the profession what we apply for. In example: If we were at different sectors in the business, it is not necessary to write every single job that we worked before but only the experience which contain the information similar with the job we apply for. The point of this exercise is that the interviewer will be not interested in your skills for a driver if you are apply for a manager. Your CV will look well constructed and purposefully for the position, and without distracting the interviewer or those who read it. So when we chose which experience to share and make a profile for the wanted position it is important to construct the CV in an appropriate manner, so the reader not get bored or confused about the information for us.

The next step is to meet with the sources for searching a job. We should use, newspapers, applications, only sites which are legitimate to offer job offers from employers, close friends who can give us recommendations, and job services.

When we once have found the our future job we should not fail the negotiations with the company. The interview face to face gives us the best chance to introduce ourselves to the employee and win the position. If there are some unpredictable consequences and the interview is not possible, we should write a business letter by the model of the business

communication. We should be patient and not to force the things, keep the good manner and not lose the correspondent.

Every company has rules, terms and conditions. We should read everything before we sign the contract. If there is something that we are not agree with to decline the position. It is more important to feel good on your working place because your productivity will be better.

The difficulties that this discipline met are that the teaching in the university mismatch the skills that are required by the employers. The process is complicated because of the different social and political agendas. The problem is that the students are able to do things that are not expected from the employers. There is a lot of people who sees the universities far from the real business environment. The Chartered Management Institute have made a research which concludes that 52% of the finished students can solve the issues at work, 48% are educated well in the teamworking. The same research made the statement that 86 from 100 graduates losing the proper way of communication and their interpersonal skills, only quarter 100 can managed projects correctly. They overrate their abilities or are not able to complete easy tasks without additionally guidelines. The general problem is placed in the basis of responsibility of the universities to develop a connection between the academic and economic environment.

That is why the employability skills combined the self-learning skills with the responsibilities of the academicians to develop in their early stages how to make researches and promote their visions in summary. Some of the mismatches in the way of how universities present their learning process do not offer the mandatory skills for the first year of the students.

It seems that the wishes of the employers expected the most in face of generic and soft skills stays unheeded instead of the focus on the knowledge that universities offer on the subject. Here, the important role of the discipline is distinguished in the way they present the academic transformed to settle the employability skills to help the success of the professional career. That shows that student modules which develop skills in the students should be rated for the representation of the learned material as it is in the bodies of the companies related to the future development plan which continues to integrate them in the working environment.

Time management

At the beginning we will start with the SWOT-analysis where we can approach in a structured manner our weaknesses and strengths and how to use them. We will think for the opportunity to make the weaknesses powerful sources of ideas and turning them into a positive impact of the research on the time management.

Managing the time is not always easy for everyone. Sometimes there's a unpredictable situation which can involve you in a spiral of time taking tasks which you are not practical prepared for.

We will try to use some models which can allow us to convert the time wasting to the smallest coefficients.

There's a way to indicate your time for each task and not giving more from your valuable time to it.

- First – It's really important to ask ourselves – „Are we qualified enough to solve this problem by ourselves or should we invest funds and pay to specialist to do it?"

It's really silly to lose time for something that someone else can solve in a couple of minutes. So for that we should not. We better concentrate on every weak point of our business and provide a team specialists who are educated in their spheres. That can save us a lot of wasting money, time and energy. The good thing of that is when we build a business partnership with the other companies and provide them a job to do, we can discuss a membership with discounts for ourselves. When that thing happens we evaluate in a bigger market, so we can help each other for each businesses.

When we have decided which team is good to service us we should decide how to target our goals in the future so we can be able to improve our business.

- Second – „What type of business are we and how to build our marketing so it would resist for more years?"

We should build our business model very wisely. When we making a business plan we should provide a solution for every situation on the market so it can resist on every cataclysm and protect it from a bankruptcy.

That will save us time in the future so when the things go wrong we will be prepared for changing the field of our services and not start from the bottom because sometimes it can takes years and if we try to get into the market, the game will be

completely different as we know it so our competitors will be everytime 2 steps ahead.

- Third – Company strategy and staff management

This is the answer to the successful company. When we making the strategy for our business we should provide how we want to grow up. Putting ourselves targets which to complete in the future and managing the staff in a right way to do it. Not because the time is money, which is also true and we cannot dispute the fact, but because we don't need our workers to feel it like this. We want from our staff to grow as the main company and not to just come to take their salaries and wait for the time to go home. We want them to feel empathetic to our achievements. We can offer our staff three months plan for their performance so when they complete target in their department and achieve goals for the company to promote them.

That will increase the productivity of the whole company. The staff will be ambitious for the progress of the company and will last longer in our team. This is a time frame progress.

We must create a working time which will suit our staff so they can be more productive. We can be innovators in our working time, so we can start from a bit later the working day and give our team more breaks so they can be satisfied and relaxed at work not to feel pushed all the time. It's more important to be effective in short time frames than to work non-stop and get stuck into something. That looks like they will distract from the job, but every little break will be like brainstorm for them.

- Fourth – We must plan a circle of work which would not stop. When we say that we will give more breaks that does not mean that the work will stop. So when we put a breaks for our team we need to separate every department to 3 sections. When 1/3 from the department is in the break the other 2/3 will work so the circles will never stop working.

We can use the same approach with the assets so when they are not use from one department to be used by another. Otherwise when we arrange the assets and the working process, we can make the shifts to overlap and our company can work without even stop, everyone can rest how much he needs to, because someone else will do his job and the position will be productive all the time.

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