

HOW THE ACADEMIC AND EMPLOYABILITY SKILL WILL REFLECT TO MY FUTURE LEADERSHIP CAREER

- Anyone who wants to build a career needs to focus on the skills they will be expected to have. Which basic skills are academic and employability skills. The aim of the study is to analyze and summarize some of the academic and employment skills and how they will reflect me in my development in my future job as Operative Leader.



Gibbs reflective cycle



Figure 1: Gibbs reflective cycle

(Source: Inspired from Adeana, 2020)

According to Adeani (2020), Gibbs' reflexive model is very effective in showing an individual's reflexive practice. It consists of six stages which are description, feeling, analysis, evaluation, action plan and conclusion.

I will analyze my skills and how I can improve them. Skills which will be useful to me in every aspect of life. But I will focus mainly on the academic. I focus on my strengths because it will give me a glimpse of my capabilities. At the same time, I need to focus on my weakness so that I can develop my skills and confidently deal with obstacles in academic and employability. With the help of SWOT tools I will understand my strengths, weaknesses, threats and opportunities and I will use the table for action plan.



STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
• Organization • Managing time • Diplomacy • Reflection • Problem Solving • Decision making • Note-taking • Work under stress	• Analysis • Academic writing • Digital Skills	• Done work on time • Harmonious working environment • Motivation people • Bigger work team • Better organized work • Solved problems • Determination and confidence • Focus on every detail	• Learning • Gaining knowledge • Becoming a skill • Practice

DESCRIPTION

STRENGTHS AND OPPORTUNITIES

- I will focus first on my strengths and the opportunities they are expected to provide me. My organization will help me get the job done more expeditiously, on time or sooner, which is useful for managing my time. This is a very valuable skill that is a priority for employers. With these skills, I will easily gain the trust of my colleagues and employers. Because I will not create discomfort on the part of the assigned deadlines. They will not be unnecessarily stressed in terms of the targets we have to reach and the tasks imposed on us. Diplomacy is a unique quality that makes it easier for us to communicate with people. Who would not be satisfied with a smooth dialogue. This quality will provide me with harmonious and more complete communication, which is also important for the work environment. When I talk tactfully, reflecting on others automatically becomes easier and more effective. This also opens up opportunities for stronger collegial relationships. There are many different aspects that I can reflect on such as: motivation, organization, decision making and others. Decision making is a set of qualities that will help me manage my time. This is a skill that makes a person feel more confident in themselves and in their own point of view, which of course should be correct. Writing notes is a way that even if you forget something, you might miss it after looking at your notebook. As we like to say in our country, Bulgaria - "Smart people always write down, and others remember without notes". Working in a dynamic environment is a pleasure for me, although it is pleasant in the first person and reveals the potential in our personalities. And it also helps our personal development, because life does not always provide us with an easy way. The ability to work under stress will provide security in the quality of work done and flexibility. Which is also liked and recommended.

Weaknesses and Threats

- I have to concentrate on my weak skills to develop them and move them to my strengths so that I can improve. I want to share with you a quote that is motivating when we focus on our weaknesses - "Thousands of kilometers start with a small step" - Lao Tzu. In my conscious life I had to do analyzes, but far from professional analyzes and I still have no experience. Psychologically speaking, until you get out of your comfort zone, there is no way to know if you will cope with the task or fail. I have not yet analyzed in a professional way in my work environment, but I am sure that with the acquisition of knowledge and practice I will develop the ability to analyze. In terms of academic writing, I have little experience from high school, where they only wanted us to know the material in theory. But I will develop my skills with the acquired knowledge from the started course- Higher Education Skills for the Workplace. Digital skills are not my strong point either and I will develop them in the same way as academic writing. These skills will improve my work and productivity. When I develop them, I will become competent enough for the profession I want to pursue - a leader. And I will develop my skills with the course that will provide me with the necessary information that I will start practicing in my workplace.

FEELINGS

- I feel quite confident and closer to my desired goal with the start of the course-. This course is part of my plan for my career development. I find developing my weaknesses an exciting challenge that I will accept. I define it as a game that I will win. Progression makes people feel alive, full and forever young, as I say in the book "Ikigai: The Japanese Secret to a Long and Happy Life" by Francesc Mireles and Hector Garcia.

EVALUATION

- During my personal development, I have encountered all sorts of problems that I have learned from. When I started going to school, I became acquainted with time management, which was not very difficult for me, because I am organized at first. For my peace of mind, it is important that there is no work left for tomorrow. If I have a problem it needs to be resolved as quickly as possible, which contributes to my ability to solve problems that are sorted by decision making. As follows, "You don't learn to walk by following rules. "You learn by doing, and by falling." Richard Branson. It is not expected that my development of Academic Writing, Digital Skills and Analysis will not be easy, but with a well-prepared plan and diligence, I will develop them to a level satisfactory and sufficient for my desired profession.

ANALYSIS AND CONCLUSION

- Analysis

Strengths outweigh weaknesses and, as a result, weaknesses will become strengths after the end of the first academic year.

- Conclusion

If we want to develop professionally and build a career, we must study academic and employment skills. They are at the heart of the work process and it is inevitable that we will not encounter them. And they will help us with confidence and a job well done.