

University of Wales, Trinity saint David

London campus.

Module name:Academic and Employability Skills.

Module code: BMSW4001.

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Introduction

The aim of this report is to appropriately structure an academic report in which I am to analyse my own academic and employability skills that I have learnt and acquired in this term in the class. I will also give the breakdown of the skills I have improved on and the skills I need to improve on. These skills I am going to write on are Time management skills, communication skills, team working skills, decision making skills, conflict management skills and problem solving skills and all employers require their employees to have these skills.

There are four types of skills:

.Basic skills. Basic skills are learning, reading and writing skills.

.Thinking skills. Thinking skills are creating ideas, problem solving, self-management and decision making.

.People skills. These are the skills we use in communications and to interact with other people

Personal quality skills. These skills are Flexibility, Honesty and Persistence. These are the qualities of skills that employers look for at the workplace

Employability skills:

Employability skills are those essential skills that are needed by employees to make them employable at the workplace and these skills are being considered by employers before an employee is hired (Wilbrow, 2011).

The employability skills are.

Time management.Team working.Decision making.Communication

Time management skills

This skill is the system of planning and organising and your time between activities .Time management helps every employer and employees to do more in less time and also helps and allow everyone to achieve other aspect of life.Time management is very important at workplace because it will help the employees to get more and better work done in less time.Time management is also essential in the university because it will also help the student to me more proactive at school.I have this skills because I have not been late at the workplace and at the university.Malcolm Gladwell's,2005).

Conflict managemet skills

Conflict can be define as the disagreement between two or more people,it can be beween families,colleages,siblings and alsobetween organisationthat have differnt ideas and different opinions and different believe.(chartered institute of personnel and Development,(2007)Lack of understanding in communicatin can cause conflict in every enveronment.Also bullying, jealous and neglect can cause conflicts in the society.Managing comflicts skills system at work place is sometimes a related causes of disputes and stress at the workplce.The CIPD(2004).I need to work properly to improve in this conflict management skill because I have not develop on how to react to conflict at workplace.

Communication skills

Communication skill is the process of conveying and filtering messages and ideas to team members and people clearly at workplace.Communication skills is also strenght to communicate positivel with colleages irrespective of age,gender and otherwise.Communication skills can be verbal and nonverbal.Verbal communication is the way of spoken words to send a message and a non verbal communication is the process of facial expression,body language,tone,written words and messages.

communication is also a two way of information exchange (**sender** to the **receiver**). (Maund,Schriek and Tinkler,2017) I have good communication skill because I relate effectively good with my team members at workpplace (Archer and Davison,2008;Paterson,2017;Sharma,2018).

Team working sills

Team working skills is one of the most important employability skill at the workplace .Team work is one of the most essential employability skills need at the workplace ,it is an ability to work with others on a shared task, lead and motivate others at workplace. Working as a good team means: Having a say and sharing responsibility, Taking everyone's ideas on board , not yours only and working for the success of the group as a team. (Sue Knight 2010).

Where I work,I am a supervisor and I have shown an effective team working by handling a very task which another shift made some mistakes in the production and was was wrongly supplied to the customer .I organised my team and the mistake was corrected and my employers was happy and awarded the team a bonus.

Academic Skills:

Academic skills can be defined as the development of studying, Summarising, Paraphrasing and Notetaking.

Summarising.

Summarising is the breaking/describing of a long information or sentences into a short version that also explains the main point.

Paraphrasing.

Paraphrasing is the act of interpreting someone's words in your own words using:

synonyms and antonyms.

Change the words order.

Change the word class.

Strength: I have improved on these skills because at the university, my lecturer has given me in-class exercises on these skills and everything went well with the feedback. It is of good importance of possessing employability skills, which are considered a quality criteria for securing a well-paid job. All employers required their employees to have these skills.

Weakness: I need to improve on the Time management skills because I struggle to meet up with time in combining studies and work.

Conclusion

This my report analysed several academic and employability skill which I have developed will upgrade and increase my diversity in my career. All these skills I developed and gained will evolve me to earn good employment in future.

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Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with your Task 1 (part of the Assignment for this module).

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

The success of ALDI

The food retail industry is a highly competitive market. Aldi understands that its customers want value for money but do not want to compromise on quality. This case study will demonstrate how Aldi uses a lean approach to its business operations to offer its customers quality products at competitive prices. What distinguishes Aldi from its competitors is its competitive pricing strategy without reducing the quality of its products. In fact, in some cases Aldi's products are 30% cheaper than those offered by its competitors. Aldi can do this because the business operates so efficiently. The three core values of Aldi are simplicity, consistency and responsibility. Lean production ties in closely with these values. For example, Aldi stores are simple in design and all stores are very similar which creates consistency.

For Aldi operating efficiently involves reducing costs in all areas of the business. Some of the key areas where Aldi is able to minimise costs are by saving time, space, effort and energy. Aldi's approach to doing this is to run its business around the principles of lean thinking. Whereas other food retailers have elaborate displays, additional services and promotions that draw customers into the business, Aldi's core purpose is to 'provide value and quality to our customers by being fair and efficient in all we do'. The principles of lean production are planned and built into everything that Aldi does. This starts within its supply chain. For example, up to 60% of Aldi's fruit and vegetables are sourced locally where possible, reducing the need for long and costly delivery journeys.

The principles of time based management are also built into the training provided for Aldi's employees. Through training staff to do a variety of tasks around store Aldi can minimise its staff requirements. Staff costs can also be reduced as fewer staff are required if they can perform a variety of duties throughout the store. Aldi's 'no-nonsense' approach to retailing therefore leads to cost saving in numerous areas. These cost savings are passed on to customers in the form of lower prices, allowing the business to differentiate itself from its competitors in terms of price, as well as the quality of the products it has on offer.

Lecturer's signature: 

Date: 15/08/2019



Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

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Ex.1

Write a paraphrase of the following passage

Mike Erwin never envisioned himself as a social entrepreneur or activist. While he was no stranger to leadership positions, his primary experience had been in large, structured organisations. He thrived in the highly regimented program offered by the school. Later, Erwin excelled in his assignments in the Army, winning multiple awards and medals. However, the founding and growth of Team RWB had none of the characteristics of his previous endeavours. Erwin's enthusiasm and the organisation's mission caught on rapidly and Team RWB attracted media attention disproportionate to its size. Very quickly, the organisation grew beyond anything that Erwin had anticipated. Without any intention to do so, Erwin accidentally became an entrepreneur.

Mike Erwin did not think he will become an activist or entrepreneur. He is not new in leadership, he also had big experience in well organised organisations.

He excelled in well-organised program - exhibited by the school.

Through winning many awards and medals, Mike Erwin succeeded in his career in the Army.

However, the establishment and success of the team has nothing to do with his previous programs.

Erwin's zeal in the organisation goal, made the team developed fast, and which cut a media attention to its size. Erwin never expected the organisation to grow and expand so much.

This made Erwin an entrepreneur unexpectedly.

Lecturer's signature: ath

Date: 18/07/2019

Generally, good paraphrasing skills, the verbs should be in the past as in the original passage.

Ex.2. Decide whether the paraphrased passages are acceptable or unacceptable by circling the correct answer and briefly explain why.

Original Source: A key factor in explaining the sad state of American education can be found in overbureaucratization, which is seen in the compulsion to consolidate our public schools into massive factories and to increase to mammoth size our universities even in underpopulated states. The problem with bureaucracies is that they have to work hard and long to keep from substituting self-serving survival and growth for their original primary objective. Few succeed. Bureaucracies have no soul, no memory, and no conscience. If there is a single stumbling block on the road to the future, it is the bureaucracy as we know it.
Edward T. Hall, *Beyond Culture*, Anchor-Publishing, 1977, p. 219

Paraphrase 1 - acceptable / unacceptable

Reason: This is acceptable because it is in line with the context

American education is overly bureaucratic. This is manifest in the increasing size of educational institutions, even in small states. Bureaucracies are bad because they tend to work to promote their own survival and growth rather than that of the institution, as was their initial objective. Most bureaucracies fail because they have a conscience or a soul. I believe that bureaucracies are the biggest stumbling block on the road to the educational future.

Paraphrase 2 - acceptable / unacceptable

Reason: It made mentioned of the passages

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. Bureaucracies have to work long and hard to keep from promoting their own survival rather than the educational goals that were their primary objective.

Paraphrase 3 - acceptable / unacceptable

Reason: Unacceptable be Edward was not mentioned

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. This means that, as Edward T. Hall says in his book, *Beyond Culture*, today's educational institutions "have no soul, no memory, and no conscience".

Paraphrase 4 - acceptable / unacceptable

Reason: It is unacceptable because Edward T. was not mentioned

In his book, *Beyond Culture*, Edward T. Hall discusses the problems posed by the increasing bureaucratization of American educational institutions. Hall maintains that overbureaucratization is one of the key factors governing the state of education in America today. He points to the tendency of bureaucracies to promote their own growth and survival first and foremost, and observes that few overcome that tendency. He believes that this is responsible for the fact that many public schools bear a closer resemblance to factories than to educational institutions. In Hall's words, "Bureaucracies have no soul, no memory, and no conscience."

You need to improve your reading comprehension.

Lecturer's signature: ctm

Date: 18/07/2019

Ex.2

This task is designed to see if you can **summarise** ideas from course materials in **your own words**.
Re-read the text 'The success of ALDI' on previous page. Now answer the following question in **your own words**: What factors contribute to ALDI's success? Write about 175 words.

ALDI'S SUCCESS

There ^{is} a great level of competition in the retail food industries. Aldi considers its customers' desires for quality for their money. This case statement will explain how Aldi relies on quality products to satisfy its customers in the respect of high volume of competition in the food retail business. In other words, Aldi reduces its products cheaper than other rivals by 30%.

There are three main effectiveness of Aldi, Simplicity, consistency and responsibility. Aldi's good quality for value of money. For instance, the structure of Aldi stores are the same.

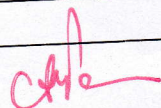
Aldi slashes their prices in all their shops and also minimises time, effort and energy. In their supply and logistics, Aldi's fruits and vegetables are 60% sourced locally there by reducing cost of delivery. Aldi's training of staff are based on fine management.

They also train staff on a variety of different roles to make them flexible to perform on different assignments. Aldi's cost reduction strategy was also transferred to their customers, which made Aldi different from other rivals.

Lecturer's comments:

Good summarising skill. You need to use paragraphs.

Lecturer's signature:



Date:

15/08/2019