

Academic and Employability Skills

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Module code: BMSW4001

Module Name: Academic and Employability

Skills

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Submission Date: 3 of May

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Introduction

There are some sets of skills that are very essential and are both beneficial for a company or an organisation and also for the candidate (Azmi, Hashim and Yusoff, 2018). Many employability skills affect the progress of any candidate and make them desirable to any company such as communication skills, team working skills, information gathering skills by using libraries and the internet, summarising skills, critical thinking skills, time management skills, paragraph writing skills, CV writing skills and many more. These skills help to develop professionalism among the candidate and also makes them able to utilise these skills and produce rapid progression in companies. This report aims to discuss various sets of employability skills such as Time management skills, paragraph writing skills, CV writing skills and public speaking skills and provide a reflective explanation using the Gibbs Model of reflection. All of these skills need to be separately discussed. Through the Gibbs Model of reflection, the skills need to be explained by following reflective discussion. Gibbs Model of reflection has six steps including description, feelings, evaluation, analysis, conclusion and action plan. Also, the skill of presentation needs to be discussed. A personal reflection regarding the presentation also needs to be highlighted.

Gibbs Model of reflection

Graham Gibbs proposed his reflective cycle in 1988 to create a structure for the learning experience. This cycle can provide to examine experiences and it can present repeated experiences as it is a cycle in nature. Learning and planning can be done with this cycle for various topics. It has six stages which describe a full description of reflection.

Time Management Skills

Time management is a very important skill that is essential in daily life and well as in professional life. It is a process of organising and planning various tasks by dividing and selecting a time for them (Sainz, Ferrero and Ugidos, 2019). Many time management skills are effective to balance time such as prioritisation skills, goal setting skills, delegation, planning, communication, decision making, scheduling, problem-solving, multitasking, leadership, strategic thinking, paying attention to details and many more. All of these skills help in managing time and progress in professional life. In business organisations time management skill is valued highly, individuals having excellent time management skills can achieve success and prosperity in life. Gibb's model of reflection is used to explain time management skills.

- **Description-** in the class during the lecture the professor discussed time management skills and the importance of time management in people's everyday life(He, Parkinson and Doyle, 2018). The students have realised that time management is important as it can help students to utilise the time to run all the tasks smoothly without any hindrance.
- **Feelings-** it was very difficult for me to tackle many subjects altogether. I was unable to submit my assignments on time properly due to my inability to utilise time. By using time management skills, I can schedule my work and also have time for my studies.
- **Evaluation-** I was very incompetent due to my lack of skill in time management but now I can handle many tasks within very less time. It also gives me opportunities to learn more.
- **Analysis-** my professor has helped me to understand the importance of time management skills in everyday life as well as professional life.
- **Conclusion-** by using time management skills I have improved a lot and my progress also has increased.
- **Action plan-** in all the upcoming assignments and lectures I am going to use time management skills to schedule my tasks more efficiently.

Paraphrasing Skills

Writing paragraphs is very important for any kind of job. In the field of education, paragraph is important, any editorial task requires good paragraph writing skills (Muluneh, 2018). Creative writing, novels, and story writing all of these are a part of good paragraph writing skills. To write a good paragraph there is some set of skills that can be utilised to fulfil the task. Unity is important for paragraphs, order needs to be maintained for writing a good paragraph, and having coherence skills is also essential for paragraph writing. Relevant information is also required as well as innovative skills are needed. Gibbs' model of reflection is used for explaining paragraph skills.

- **Description-** in the class during the lecture the professor discussed paragraph writing skills and the importance of paragraph writing skills in people's professional life (Hopkyns and Trejo, 2020). The students have realised that paragraph writing skills can improve the progress of students' employability skills.
- **Feelings-** I faced many difficulties to write my assignment because of my lack of paragraph writing skills. I was not able to express my point of view in my writing and that affected my grades but due to my paragraph writing skills, my grades have increased.

- **Evaluation-** I was unable to write my thoughts in my writing and that put me at a disadvantage. Due to the skill of paragraph writing, my assignment has improved drastically and this also helped to improve my skill.
- **Analysis-** my professor has helped me to improve my skills and it helped me to improve my grades as well as my progress.
- **Conclusion-** by the help of my professor I can achieve progress in my paragraph writing skills and it also helped me to improve my grades.
- **Action plan-** by utilising my paragraph writing skills I will approach all the projects and assignment writing and express my opinion on my tasks.

CV Writing Skills

CV is the first impression of the candidate on the recruiter so it is very important. It is crucial to make a good first impression on the recruiters. The interview call is mostly based on the first impression of the CV (Chong and Clohisey, 2021). The CV can go to the rejection pile if it has not made a good impression. It is important that the CV cannot be an abbreviated autobiography or past experiences catalogue. A CV should be impactful, relevant, and concise and it should hold attention (Scott et al., 2019). It should mention the skills that are relevant to the job description. A well-written CV should have a technical skill category that is relevant to the job. It should also have an adaptive skill category which describes the candidates and how far they can go.

- **Description:** I have gained a great experience while learning about this skill. This skill will help me to be successful to get a lot of job interviews in the future.
- **Feelings:** I had no idea about this skill and its importance of this skill. I have understood the power of a well-written CV.
- **Evaluation:** I only had a good experience while learning about CV writing skills. I did not gain any bad experiences during that journey.
- **Analysis:** I have learned how to write a good CV that can impress the recruiters. I think it will help me in the future to get job interviews in my career.
- **Conclusion:** I have learned how to write technical skills which should be relevant to the job description. I have also learned how to write about other skills which can impress the recruiters.
- **Action Plan:** I will practise writing more and more CVs that can be helpful in the future. I will continue this practice long after this assignment so I will not forget about this. I will always remind myself of the importance of this skill.

Public Speaking and Giving Presentation

Public speaking skill is very important for both the academic and professional career of an individual. It means to express information and ideas in front of people (Ivanova et al., 2020). It can be very useful in the academic career as every student need to present a presentation on a given subject at any time in their academic career. The audience of this presentation can be professors and fellow students. This skill is also important for any professional career as employees need to give presentations in front of their colleagues and other employees (Juwito et al., 2022). It can also be useful in many social events where a person needs to give a speech about anything. There are many things to consider before giving a presentation or any public speaking. The person needs to understand the audience because he or she can understand what they want to hear (Sahoo and Sinha, 2020). Public speech and presentation should be short and interesting so the audience does not feel bored.

- **Description:** It was a knowledgeable voyage for me to learn how to give presentations and have public speaking skills.
- **Feelings:** I have learned so many things about this skill. I have little knowledge about this skill but I have come to know many other important aspects of this skill.
- **Evaluation:** I only gained good experiences and no bad experiences while learning about this skill.
- **Analysis:** I have learned how to create a short and interesting presentation to present in front of others. I am an introverted person so this was hard for me to develop.
- **Conclusion:** I have learned how to grab the attention of the audience and engage them throughout the presentation. I have practised in front of my family and friends to conquer my nervousness.
- **Action Plan:** I will give more presentations in front of more people. It will help me to gain confidence against more crowds. I think skills help me in my career in the future.

Personal Reflection on the Presentation

The presentation has been developed on academic and employability skills. The chosen career discussed in the presentation is the career in marketing. There is a discussion of the employability skills that are important to have to develop a career in the marketing field. There are skills like time management, public speaking and giving presentations that have been discussed in the presentation to have a successful career in marketing (Di Gregorio et al., 2019). I have acquired

some of the skills through my study that is needed to be improved. I also did not have some skills which I needed to be developed to get success in my chosen career.

Personal Analysis

- **Description:** I have learned about many skills and I have improved some of my acquired skills through this presentation. I could not complete every task in the given time and I had no time for any other work.
- **Feelings:** I have gained only good experience while making that presentation. I have gained any bad experiences throughout.
- **Evaluation:** I am an introverted person and I did not feel any confidence while giving a speech in public. I have learned about public speaking skills thoroughly. I have also learned about other skills which can help me to get success in my chosen career.
- **Analysis:** I have learned about some time management tools and applied them in my regular schedule. It has helped me manage my tasks and it will be helpful in the future.
- **Conclusion:** It was a great experience for me to learn about these skills. I did not acquire and knew some skills which I learned while preparing that presentation.
- **Action Plan:** I will learn more about these skills and some other skills to get success in my chosen career. I will practice time management tools and giving presentations and apply them in my academic career.

Recommendations

From the above report after analysing and scrutinising all the information it can be recommended that the time management skill is the most important skill that can be considered both efficient and beneficial not only for oneself but also for any company. Having this skill can improve professional skills. Companies or organisations also seek candidates that possess time management skills. Time management skills can help a company progress rapidly. This skill also helps organisations to schedule and fulfil many tasks and projects, making effective decisions and increasing profitability. Not only increases employability but it also helps to be demanded by companies.

Conclusion

To conclude, it can be stated that academic and employability skills are very important for an academic and professional career. Academic skills are very much useful in an academic career and students who acquired these skills will have good grades in examinations. They are also

important to have a good impression on the professors. Employability skills are important for developing a professional career. Recruiters always prefer those candidates who have acquired employability skills. These academic and employability skills can be taught and developed with lots of practice. Time management skill is very important for both academic and professional career. Paraphrasing skill is a great skill to have in an academic career. This skill can help individuals to create great assignments in the class. CV writing skill is also a very good employability skill as it can help to leave a good first impression on the recruiters. Public speaking and giving presentation skills is a very important academic and employability skills.

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My employability
skills in
relation my
intended career

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Content

Introduction.

My employability skills

Analyse SWOT

Personal development plan

Conclusion

Referencing

INTRODUCTION

In this presentation are my
employability skills and I will present
the plans after finishing the course and
how useful this module was to me.

My employability skills

- ▶ 1. Communication
- ▶ 2. Teamwork
- ▶ 3. Problem-solving
- ▶ 4. Organization and planning
- ▶ 5. Learning
- ▶ 6. Technology



S

STRENGTHS

Differentiators that make you stand out

W

WEAKNESSES

Areas you need to develop or improve

O

OPPORTUNITIES

Possibilities for career growth and progression

T

THREATS

Obstacles to achieving your career goals

Personal Development Plan

- ▶ 1. Continue study Finance and accounting.
- ▶ 2. To study more to get results.
- ▶ 3. To improve my communication in English.

CONCLUSION

Reading many articles on employment I concluded that if you have skills in employment is a big plus.

This module made me understand how important time management skills, communication skills and more are.

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In-text citation: (Indeed, 2020)

