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ACADEMIC AND EMPLOYABILITY SKILLS

Executive summary

The entire study is based on the academic and employability skills of individuals. Therefore, the collected information shed light on the skills that an employee needs to encompass in order to be an effective worker in the workplace environment. Moreover, different skills that an employer finds within an employee while recruiting has also been presented in this study. The researcher becomes able to find out own employability skills with the help of this study.

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Introduction

This assignment clarifies academic and employment ability which a job-searcher should have to stable his career. Academic and employability skills can be specified as one has acquired proper academic knowledge in his student-life so that he can heighten his competence to get job, create value by executing given task and satisfies his company. Nowadays in high competition market one should have few qualities to proof his necessity/utility to a company or firm that are delivered here. These qualities are not only significant only for his professional life but his personal life also. These skills are communication skills, having mentality to work as a decent team member, knowing execution of modern technology, time management ability, problem solving ability, ideas and leadership management which are thoroughly discussed here. Besides that, the assignment focuses to the issues like development of employment opportunities to gain credibility in future and the prospect of an employer to recruit an employee. Here the assignment makes relevance to the need of a company and researchers potential

Selection of skills

Communication

Communication can be considered as the important skills to be an effective employee in the workplace. As mentioned by Gledson and Dawson (2017), There must be some of the communication skills that an employee should have to get success in the professional life. These include

Listening:

Listening is one of the communication skills that an employee needs to encompass. According to the viewpoint of Hayes *et al.* (2016), a good employee needs to be a good listener at first in the organization. This is because, without listen to others, it will not be possible to understand the work pattern, organizational culture and others. This means that, it is necessary for an employee to give priority to others suggestions, ideas and thoughts.

Verbal communication:

It is worth saying that, an employee must be able to express his own ideas confidently and clearly in speech. From this perspective, it is important for the employees to share knowledge and convey information clearly to others in the workplace environment.

Non-verbal communication:

Besides having verbal communication skills, it is essential for an employee to encompass non-verbal communication skills. When an employee communicates with customers, it is necessary to keep in mind that, the customers get comfort with the person's non-verbal communication, which includes eye contact, body language, hand gestures and some other (Bingle, 2016).

Written communication:

Employees must be able to express themselves clearly in writing and therefore, written communication can be considered as employability skills.

From this perspective, it is evident that an employee must be able to present own knowledge and information in both verbal and written format. Therefore, one of the strengths of the candidate is to collect, analyze and arrange information in terms of logical sequence. Thus, it is one of the skills of the researcher that helps to gain credibility in the workplace significantly.

Effective teamwork

In most of the organization, workforce needs to work in a group so as to achieve the organizational goal in terms of business growth. From this perspective, it is necessary for an employee to encompass this particular skill of working in a team in the workplace environment. According to the viewpoint of Huq *et al.* (2017), there are some qualities that an employee must encompass in order to be a good team worker and these include

- A common goal and clear purpose
- The necessary skills and resources
- The willingness to share knowledge and information
- Trust each team member
- The willingness to take responsibility towards organizational goal
- A common approach to perform in the workplace
- A willingness to communicate with each team member
- The willingness to identify strengths and weakness of team members

As opined by O'Connor and Bodicoat (2017), teamwork is important in almost every work setting. An employee needs to have that credibility to share workload with the co-workers in order to complete the given task or goal. For this reason, an employee needs to communicate with each of the team members so as to understand the strengths and weakness of each of the employees. Further, to work in a group, an employee needs to listen to the team leader

effectively. Sometimes, there are a number of employee of different ages, gender, religion, race or political persuasion. Therefore, to be an effective worker, an employee needs to contribute productive outcomes along with the diverse workforce.

From this perspective, the researcher encompasses the ability to work in a team effectively and therefore, the candidate is able to apply all the skills to a wide range of situations. Therefore, teamwork can be considered as one of the skills that the individual encompasses that leads to be an effective and productive employee in the workplace environment.

Time management

Time management is essential to achieve personal along with organizational goal. According to the viewpoint of Peet (2016), time management is the process of planning and organizing the time so that, it becomes possible to complete each of the tasks smartly. Good time management enables a person to complete the entire schedule in less time even when the pressure is high. Failing to manage time has that ability to damage the effectiveness of one and therefore, one feels stress. The situation is not different in case of workplace and therefore, to be an effective employee in the workplace environment, an employee needs to learn how to manage time significantly (Pinto and Ramalheira, 2017). Organizations focus on a number of tools and technologies in order to manage time so as to complete each of the tasks within deadline. The Eisenhower method is one of the tools that helps to manage time effectively. For this reason, it is necessary to focus on this method so as to deliver the jobs within time.

	URGENT	NOT URGENT
I M P O R T A N T	These activities need to get done. • It is important to analyse the present situation • Focuses on the verbal communication • Development of strategies as per the environment • Self management • It is important to focus on the problem solving	These activities have high impact in the workplace and therefore, it is important to make them a priority. • It is important to take note about the work culture and pattern • Further, it is necessary focus on the quality of leadership • Initiative and enterprise are other priorities that need to encompass

N O T I M P O R T A N T	These activities can be considered as deceptive and therefore, it is necessary to minimize them. • Keeping records of other issues • It is not urgent to handle various hardware based projects	These activities are usually a waste of time. Avoid them. • Taking advantage of the miscommunication among the other employees • Ignoring meeting held within the company.
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Problem solving:

Problem solving ability in place of work can be defined as having a certain potentiality to solve problems within a specific time bound using own observation, knowledge, thought process, creativity of thinking and experience. A candidate is known to this method during his academic background. The idea of examination process is based on problem solving method. It is related to a state of desired mind to reach a specific end or goal. The process of problem solving is based on few steps. At first an employee should study and analyse well the given task to realise actually what to do. One should not have no dilemma about the actual problem. Next employee has to develop strategies or way out to solve the problems using his thought process on the basis of own findings. Then candidate should apply convenient execution of the strategies to get

solution. There is a psychological angle can be related to this problem-solving ability. It depends on individual capability, mental status, focus to work. An employee has to face many types of problems to execute his assignments. Problems can be simple or as a routine and comparatively tough or non routine-task. Efficiency of an employee is showed by performing the non-routine assignment. Now we can analyse the problem and solution can be raised to execute this method. The essential quality of an efficient employee is to choose the necessary data from the collection of data, which helps him to reach to the goal. Researcher should have the ability to use relevant data otherwise, the goals cannot be reached. Sometimes it cannot be possible for an employee to analyze the problem due to his inexperience or other cause, but group study of a problem can help to execute the problem.(Rowe *et al* 2017)

Researcher has his own way to emphasis and solve problem following a proper tactical method and he has enough confidence to iron out the given task.

Leadership

Literary leadership can be specified as a practical skill or ability to lead an organization or company. However, in specialist view, the leadership concept is more than that. Leadership is included in research area. Much research work has been done to develop the idea. A leader should have some qualities so that everyone of his team respects him. The first criterion of a leader which has to be fulfilled that a proper idea of objective or mission and enough ability to perform the job otherwise he cannot clarify the objectives of task and the way of execution in front of his members. As a result, he cannot achieve to fetch the best outcome from his members. A leader should have the knowledge of proper man management techniques. From a leader's viewpoint, it is necessary to have the clear idea of the limitation and capacity of an individual. Not everyone is equally talented. He should realize it, otherwise he cannot get the proper support. He should be honest. He should not allow any event, which harms company's interest. In such cases he can take drastic action with support of company authority to control the situation. Given power as well as situation should not be out of control of the leader. Researcher has the ability to lead and control a team to extract result. However, researcher has no experience to lead a team but he has a proper idea of a leadership quality. The leadership quality should be experimented if a chance to lead a team, knowing proper job is given to the candidate. (Taylor 2016)

Development of employment opportunities to gain credibility in future

The skills, which are described here, is a type of qualities that cannot be reached to its last extent but one candidate should have basic sense of these qualities and has a clear motivation to upgrade these qualities to stable and improve his position in the company. From the end of candidate, it should be upgraded time management ability. Researcher has enough ability to do tusk but maintaining the time can be challenge to him. He should try most to achieve the work deadline. With his dedication and company's cooperation he should recover the he problem (Tomlinson *et al* 2017)

The perspective of an employer to recruit an employee

Human resources is the pillar of any organization and company. Development of any company depends on the capability of its employee. So, every company gives significance the recruitment process and by the process company judge the actual necessity of company which can be fulfilled by any candidate or not. (White, 2017) There is proper interview process maintained by every company's recruitment section like checking the academic qualifications, tasting the communication and verbal skills, experience in same sector, knowing proper knowledge of related sector. Work experience in same sector gives privilege to a candidate. Last of all employee is judged and paid by a company for his abilities and service. So an employer attach an employee after getting the assurance of his service. Researcher is able to fulfil the proper need of company. (Wilson *et al* 2016)

Conclusion

This assignment shows a case-study of a researcher's academic and employability skills in terms of joining as an employee in a company. A company prefers to give a joining letter to an efficient employee on the basis of these points which has been discussed here. In spite of the proper knowledge of relevant sector and industry, company seeks soft skills among the candidates like time management ability, communication skills, effective teamwork, problem solving qualities, leadership qualities. Researcher has enough belief to proof his ability as a proper team member and others. This research-work shows how does the particular qualities can be reflected by researcher. Researcher choices these qualities and gives his own view about the qualities and ensures company about his thought to the respect of these qualities.

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Academic and Employability Skills - BMSK4001

Self-reflective learner's journal

Worksheet 1

Instructions:

This worksheet is meant to help you record your reflections on the module as you progress and organise your reflective notes in preparation for term 2 assignment which is a reflective feedback summary. You can either print the worksheet off and fill it by hand, or type it and store it in an electronic folder. Complete this and all subsequent worksheets as suggested and keep a copy stored securely so that when the time comes to write your term 2 assignment, you don't have to break your head trying to remember what you did over the two terms.

Reflections on weeks 1-3 (Term 1)

What did you learn in the first three weeks of the programme (in this module) and how does it relate to your existing knowledge?

I came to know about the proper idea of employment ability and skills. In the first three weeks the qualities of employment abilities like communication, effective teamwork is specified.

What did you like most? Why?

I like the quality of effective teamwork. Teamwork is an essential quality which a company should support. Performing as a team can cover up anyone's temporary bad patch. A dedicated team member is a gift to his team.

What did you find difficult? Why? And what you think you can do to overcome the difficulties?

Problem of communication appears to me as a difficulty because sometime instructions cannot be followed to realise it. To overcome this problem, one should concentrate much to his work and makes it clear that is there any dimension of job there or not?

What will you need to be successful in this module?

I need to adopt proper time management ability.

What is employability?

Employability can be defined as a process by using acquired skills, one can heighten his competence to get job, create value by executing given task and satisfy the company.

What employability skills do you have, or need to develop in the future to be more employable?

I think I have employability skills like communicating ability, mentality to work as a decent team member, knowing execution of modern technology, problem solving ability, and leadership management and need to develop time management skills.

How much time do you spend learning outside of class each week? Give details of what you do.

I spend enough time to learn outside the class. I concentrate to the employability skills

Final thoughts and comments

I am enough confident to reach the qualities which a company demands.

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Self-reflective learner's journal

Worksheet 2

Instructions:

This worksheet is meant to help you record your reflections on the module as you progress and organise your reflective notes in preparation for term 2 assignment which is a reflective feedback summary. You can either print the worksheet off and fill it by hand, or type it and store it in an electronic folder. Complete this and all subsequent worksheets as suggested and keep a copy stored securely so that when the time comes to write your term 2 assignment, you don't have to break your head trying to remember what you did over the two terms.

Reflections on weeks 4-6 (Term 1)

What did you learn in weeks 4-6 of the programme (in this module) and how does it relate to your existing knowledge?

In the 4-6 weeks, I learned about time management and problem-solving abilities.

What did you like most? What did you find difficult? Why?

Performing the quality of time management is quite difficult in my point of view. It is very common not to achieve the target before dead line. The significance of time is necessary to realise. Many times, the lack of clarity of thought creates this event. Practises to reach to the target before deadline, proper idea what to do can solve the problem.

Were there any points that were new or surprising to you? Which ones? Why?

No, there is no such points which is new to me but I have not expansion of the idea.

What are the main features of academic writing style?

The main features of the academic writing style are to the point answer, provide proper information.

What are your areas of strength and weakness in your writing skills, and what you can do to improve?

The strength of my writing skill is gathering proper informations and discussion. The weekness can be happened in the sequence maintaining and compactness of topic.

What is referencing? How difficult/easy is it for you to understand how to use it?

Referencing means take the support from specialist's work to write a research work

**How much time did you spend learning outside of class since you started this module?
What did you do?**

I give enough time.

Final thoughts and comments

I have confidence to fulfil these criteria.

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Self-reflective learner's journal

Worksheet 3

Instructions:

This worksheet is meant to help you record your reflections on the module as you progress and organise your reflective notes in preparation for term 2 assignment which is a reflective feedback summary. You can either print the worksheet off and fill it by hand, or type it and store it in an electronic folder. Complete this and all subsequent worksheets as suggested and keep a copy stored securely so that when the time comes to write your term 2 assignment, you don't have to break your head trying to remember what you did over the two terms.

Reflections on weeks 7-10 (Term 1)

What did you learn in weeks 7-10 of the programme (in this module) and how does it relate to your existing knowledge? Did you know any of this before?

I came to know about the leadership abilities from the 7-10 weeks. I had a narrow concept of this topic.

What did you like most? What did you find difficult/new/surprising? Why?

I like the quality of man management in leadership qualities. To understand and realise team members capability is a challenge to me.

What is paraphrasing? Describe the techniques.

Paraphrasing is a technique to write a common topic in unique language with the help of different stores.

How should summarise a text? Give a few pieces of advice.

To summarise a text you have to read a given topic and extract the list and key points of the topics and write in your own language.

What are the main features of a report?

The main features of the report are the employment qualities which one should have.

How much time did you spend learning outside of class in weeks 7-10? What did you do?

I spend enough time to learn it and analysis the qualities of employability skills.

Final thoughts and comments

I am enough confident to lead a team and achieving the definite result.