

Ramon Martin

Joy Botu

Computer skills for the workplace

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Task 1 - Essential academic and employment skills

The development of essential skills for study and employment come in many various forms and are very useful and effective If executed in the correct manner.

Examples of such skills are: communication, reliability, resilience, accountability, listening, critical thinking and many many more.

Here i'm going to divulge into why I think the development of such skills will assist you in your selected career after you graduate.



Communication - As simple as communication may seem, regular in-depth research has shown that communication can strengthen or destroy an organisation's complete existence. Therefore, an effective communication strategy is critical for a business to survive and thrive. Communication acts as a chain between critical decision-makers and all employees. When insufficiently carried out, communication has been said to cause interpersonal conflict in organisations that are even sometimes impossible to come back from (1) Baskin et al., 1997).



Critical thinking - Critical thinking is Identifying multiple perspectives, viewpoints and facts without personal bias to find the best solutions or solution to a problem or problems.

Without embedding critical thinking in education, future generations might find it difficult to adapt to new technologies (2) Khidhir, S. 2018.



Time management - time management is an essential skills which can be developed overtime or with the use of methods such as the pomodoro technique which was developed by Francesco Cirillo in the late 1980s and is a time management method based on 25-minute stretches of extremely focused work separated by five-minute breaks, having good time management skills will help you be reliable and efficient and also much more effective.

Before adopting any new approach, analyze how you're using your time now and what your time wasters are. (3) ray Titus

References

- (1) Baskin, O., Aronoff, C., & Lattimore, D. (1997). Public Relations—The Profession and the Practice (4th ed.). <https://www.scirp.org/journal/paperinformation?paperid=107818#return1>
- (2) Khidhir, S. 2018. "Critical Thinking Needed to Upgrade Skills". The ASEAN Post, 22/11/18. <https://theaseanpost.com/article/critical-thinking-needed-upgrade-skills>.
- (3) Forbes council member Ray Titus <https://www.forbes.com/sites/forbesbusinesscouncil/2023/04/27/10-time-management-tips-for-business-leaders-to-increase-daily-productivity/?sh=7e7651bf1bf8>



