

MODULE: BMSW4001

ACADEMIC AND EMPLOYABILITY SKILLS

Name of the student: Antonio Stoyanov

Name of the professor: Joanna Walsh

Student ID: 1917408

Table of Contents

Introduction.....	3
Skills.....	3
Classification of skills	4
Skills are classified into three major types:	4
Further classification of skills	4
SWOT Analysis	6
Academic skills:	6
Employability skills:	8
Soft skills:.....	9
Conclusion	10
References:.....	11

Introduction

Skills are an important part of every individual's life. Skills define the ability that an individual requires and has in oneself in order to deal with different situations in life. Skills are of various types and every individual possesses each of these types in them. This assignment as discussed about skills and its various classifications. It has extended its classification to the analysis of academic skills, employability skills, hard skills and soft skills. The assignment also includes the SWOT analysis of the different kinds of skills an individual has in one. The assignment completely focuses on the discussion of skills that affect the lives of individuals.

Skills

A skill can be defined as the ability that an individual has in order to perform an action with a result that is determined within a given period of time, energy or even both. A skill is an innate performance that comes from within an individual and is a natural process. Skills are generally divided into two domains: specific and general. A specific skill is a skill that is known by an individual which can be used only in specific purposes (Laužikas and Miliūtė, 2019). For example specific skills may include the creativity factor that an individual has and uses in a particular situation. General skill includes the normal skills that every individual may possess for example the skill of time management, teamwork, self-motivation and many more that an individual uses in different situations. Skills required certain situations and stimuli from the environment in order to assess its level.

Classification of skills

Skills are classified into three major types:

Functional or transferable skills: These are the actions that are taken in order to perform a particular task. The skills are transferable to various industries and work functions. The transferable or functional skills are based on aptitude and ability (Cadet and Carroll, 2019).

These are expressed in the forms of verbs. Some examples of transferable or functional skills are promote, organize, write, analyze and many more.

Attributes or personal traits: The personality characteristics or traits open individual depends on the contribution in the performance of the work the individual performs. These are the skills that usually develop in the childhood and remain throughout the life of an individual. These are usually expressed in the forms of adjectives and the examples are diplomatic, patient, independent, result oriented and many more.

Knowledge based: Knowledge based skills are the skills that an individual in order to perform certain tasks that are based on specific procedures, subjects, and information. An individual acquires the skills through learning in schools, training and in their workplace with the involvement of different experiences (Raveendhran and Fast, 2019). These are usually expressed in the forms of nouns. Some examples of knowledge based skills are contract management, personnel administration, accounting and many more.

Further classification of skills

Academic skills: Academic skills are the skills that help an individual to perform better in academic and also bring a development in research. This includes the skills of studying and implementing the studies in the academic. Academic skills can be explained as the skills that are

required to develop by an individual in order to perform better in the academic structure. An individual needs to develop academic skills in order to perform well at school, college and university. Which proper academic skills and individual can excel in the academic structure and it will also help the individuals to be efficient learners. Some examples of academic skills can be digital skills, skills in Statistics, Mathematics and English (Park and Johnston, 2019) This may also include note making skills, time management, preparing creative presentations and many more. Academic skills fall under the category of knowledge based skills where skills regarding knowledge are most important.

Employability skills: Employability skill falls under the category of transferable skills and can be defined as the skills that an individual requires in order to be employable. Employability skills completely depend on the knowledge, attitude and academic skills that one possesses. It is then represented to the employer in order to get selected in the respective organization. An employer then examines the details about how these skills or assets that an individual owns are used by the individual. Employability skill can be explained as the skills that an individual possess not only in the terms of knowledge but also in the terms of understanding technical issues that one needs to know in order to be employed. Also the skills should match with the requirements of the employer in order to get employees in a particular organization. An employer believes that these particular skills will help an employee to escalate in the process and also perform their roles with their best ability in the organization (Stanko and Sena, 2019). Some examples of employability skills are problem solving skills, interpersonal skills, communication skills, organizational skills, skills to work with the team, skills that value difference and diversity, negotiation skills and many more.

Hard skills: Hard skills are the teachable skills or abilities that it can be easily measured in an individual. Hard skills are defined as the technical abilities that an individual has in order to be fit for a job. Hard skills involve the proficiency and understanding of specific technical activities that includes processes, techniques, procedures, or methods. It is very easy to quantify the hard skills and can be tested. Hard skills are also related to technical, academic, or professional qualification. Hard skills fall under the classification of knowledge based skills and some examples of hard skills include financial modeling, shelf stocking, IT skills, forklift operation and many more.

Soft skills: Soft skills can be defined as the combination of social skills, people skills, communication skills, personality or character traits attributes, attitudes, emotional intelligence, and social intelligence within an individual that helps one to understand their environment, perform better, work with others, and achieve the goals that they have. Soft skills can be said as the skills that are not learnt from external environment but inherited or are present in the traits of an individual which also include common sense, flexible positive attitude, dealing with people and different other skills. Soft skills fall under the classification of attributes of personal traits where the skills are dependent on the personality of an individual. Some examples of soft skill include communication abilities, social graces, language skills, emotional or cognitive empathy, personal habits, teamwork, time management, and the leadership traits.

SWOT Analysis

Academic skills:

Strength: Punctuality, classroom discussions, reading skills, note taking while lectures, researching, and IT skills. These about mention skills are what I hold in myself in order to excel in my academics. These are the skills that have helped me to perform well in my academics

hand work as strength to influence my academic skills. Skills like punctuality have helped me to be on time and attain my classes regularly. The other skills that include reading skills note taking while lectures and researching have helped me to concentrate in my classes and excel in my academic. The knowledge of IT skills has helped me to understand better about the IT and has prepared me for work related to IT.

Weaknesses: Motivation, spelling, time management, presenting projects, exam preparation, making time for study, memory, impatience, and technical knowledge. These are the several weaknesses that have affected my academic skills. Lack of motivation in studies has reduced my will in academic skills. Factors like time management, memory and impatience have affected my ability to retain knowledge and manage my time for my classes. Factors like spelling have affected my power in the language of English and making time for study and exam preparation has both affected my results (Kavoura and Sylaiou, 2019). Reduced time of studies and exam preparation has removed my focus from studying on time and preparing for the upcoming exams.

Opportunities: Tutors' extra help, personal development opportunities, technological uses such as recording lectures with devices, and taking feedback from tutors. These are some opportunities that I can avail in order to develop academic skills. The opportunities of personal development will help me to work on my weaknesses and perform better in my academics. Extra help from tutors and taking their feedbacks will help me identify my mistakes and rectify them. Recording lectures with the use of devices like mobile phones will help me recall my classes after the classes get over.

Threats: My studies can be affected by the overtime at my part time job, time pressure, and longer commute to academics may affect my management of time. The threats that I face are very clear as my extra work or late work at my part time job will definitely affect my academic skills. Other factor like time pressure that I always get from work will reduce my time in my academic. Longer detachment from academics will affect the time that I managed for my academics.

Employability skills:

Strength: Organizing skills, teamwork, self-management, learning, and technological skills. Organizing skills and teamwork has helped me to build ideas in different situations and has also helped me to lead a team. I am good at allocating tasks to my group members and also have the skill of organizing it. Self-management has helped me to manage my time according to the requirement of the work that I am performing. Learning constantly helps me to learn different skills in work. Being a part time worker it is very important for me to gain technological skills which can help me in my further organizational career.

Weakness: Problem solving and communication skills. I usually face problem in solving situations that are not common to me. Though I have led teams what I lack in communication skills where in the prior stage of team development, I feel shy addressing to my team members.

Opportunities: With great employability skills the chances of getting better jobs increases. Opportunities also include if I attend for more internships and part time jobs in different organizations. Opportunities also increase weight the variety of experience that I would attend if I work in different sectors.

Threats: Competition and employment pressure. Competition is a huge threat that I face because of the fact that the number of employees in the market are less and the number of skilled employees are increasing. Another threat is the constant employment pressure with job hunting is increasing and the chances of getting employed are decreasing.

Soft skills:

Strengths: Writing skills, listening, manners, adaptability, honesty, high morals. I have strength in my writing and listening skills which enable me to perform better in every aspect of life that requires writing and listening. My manners are my innate personality traits that I have been gaining since birth. The etiquettes that I maintain, in different situations enhances my soft skills. Adaptability and honesty helps me to deal with critical situations where adapting and being honest are very important. High morals boost my confidence and integrity to meet my expectations from life.

Weaknesses: Oral speaking skills and sense of humor. These are the two major weaknesses that I have analyzed in myself where I lack speaking skills when I am in front of a group. I am a person who lacks sense of humor and this is the reason I avoid intermingling in groups. I am a person with reserved personality and do not try engaging myself into conversation.

Opportunity: Technical writing, editing, teaching, and leading a team. I have an opportunity of applying jobs as teachers. My editing skills will create opportunities as an editor in newspapers and my technical writing will create opportunity for journal writing and composing instruction manuals. With the skills of high moral and adaptability to different situations, I will have an opportunity of leading a team.

Threat: I will always face threats by rising conflicts among my classmates and colleagues due to the lack of communication skills. Expressing my emotions to others shall always be a threat when I face a public gathering or when I address to my classmates or colleagues. Threat of being replaced by someone with great communication skills shall always prevail in both academic and work life.

Conclusion

Skills play an important role in the development of personality in an individual. This assignment has included the different types of skills one can possess and the skills one needs to be successful in life. The assignment has focused on the classification of skills and has extended the note on the classification of academic skills, employability skills, hard skills and soft skills. The assignment concludes with the SWOT analysis of different types of skills in an individual. The SWOT analysis will easily explain how skills affect the personality of an individual and how it creates opportunities and threats for an individual.

References:

Cadet, F.T. and Carroll, R., 2019. Nonprofit Organization Communication: Risky Business. *Review of Business*, 39(1).

Kavoura, A. and Sylaiou, S., 2019. Effective cultural communication via information and communication technologies and social media use. In *Advanced Methodologies and Technologies in Media and Communications* (pp. 377-390). IGI global.

Laužikas, M. and Miliūtė, A., 2019. COMMUNICATION EFFICIENCY AND EFFECTIVENESS WITHIN STRATEGIC MANAGEMENT OF CHANGE: INSIGHTS INTO CIVIL SERVICE ORGANIZATIONS. *Journal of Security & Sustainability Issues*, 8(4).

Park, C.H. and Johnston, E., 2019. Determinants of collaboration between digital volunteer networks and formal response organizations in catastrophic disasters. *International Journal of Organization Theory & Behavior*.

Raveendhran, R. and Fast, N.J., 2019. 33 Technology and Social Evaluation: Implications for Individuals and Organizations.

Stanko, T. and Sena, J.A., 2019. Exploring the impact of social networking on communication in organizations. *Journal of Computer Information Systems*, 59(4), pp.334-343.