

Academic And Employability Skills BMSK4001

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Introduction

The aim of this reflective report is to reflect on how the learning of the module has helped me gain skills and also to reflect on the skills gap I still need to improve , and how this will help me in my career and job prospects. These skills which is required by most employers .

Skills I have learnt

I have learnt how to write a cv and how your cv can stand out. I have learnt how to Identify the right personal details to include, how to add a personal statement , how to know what to include in the skill section, and how to mention former jobs. This will help me in my job hunt.

Power phrasing Summarising

I have learnt how to power phrase and how to summarise using your own words to express someone else's message or ideas. In a paraphrase, the ideas and meaning of the original source must be maintained; the main ideas need to come through, but the wording has to be your own. Paraphrasing can be done with individual sentences or entire paragraphs. This will help me in my work place where we communicate a lot with Emails, and also in my future Academic writings.

Negotiation

Effective negotiation techniques are useful in many everyday situations ,in the workplace with colleagues, during a sales transaction or even within personal relationships.

It is a process between two or more parties each seeking to discover a common ground and reach an agreement to settle a matter of mutual concern or resolve a conflict.

I have learnt some negotiation skills and how Effective verbal communication important to successful negation outcomes. I have learnt how Listen is one of the most important part of good communication and that it Reduces misunderstandings which is a key part of effective negotiation. This has given me a good skills set which I will apply in my own work place where we have to deal a lot of Difficult Situations which includes a lot of negotiation, it will help me resolve issues within my work place and with my colleagues.

negotiating is a skill set which few of us can afford to forego. Negotiation is style of discussing things among individuals in an effort to come to a conclusion satisfying all the parties involved. I have learnt that to be a good negotiator you must also be a good Listener knowing to compromise. An individual has to compromise sometimes to come to an output.

“Negotiation is not about figuring out who is right or wrong. It is about getting the parties involved to agree to embrace the other party’s perspective.”

Elizabeth Suarez, 2017

Time management

I Have learnt that Time management is all about making the most effective use of your time and working smarter, not harder. It requires planning, and then sticking to the plan and that takes discipline. Learning how to manage your time effectively will help you feel more focused and in control. I have learnt these skills and most definitely this will help me in my career.

Time management is not very difficult as a concept, but it’s surprisingly hard to do in practice. You are required to investment a little time upfront to prioritise your goals and organise yourself once done, you will find that your day, and indeed your week and month, fall into place with time for everything you need to do.

It's important that you know what your short-term and long-term goals are, this will enable you to differentiate between what's important and what's not. For many, emails and phone calls constitute the single biggest obstacle to effective time management. I have learnt how to delegate less important tasks, or tasks that would be better performed by someone else. Learning how to squeeze more into your day, and knowing how to make the most of your time is essential to your career and success. Time management is about organising preparing your self.

"By failing to prepare, you are preparing to fail." – Benjamin Franklin

Gathering relevant information

There are many ways to get information. I have learnt that the most common research methods are literature searches, talking with people, focus groups, personal interviews, telephone surveys, mail surveys, email surveys, and internet surveys. A literature search involves reviewing all readily available materials. These materials can include internal company information, relevant trade publications, newspapers, magazines, annual reports, company literature, on-line data bases, and any other published materials. It is a very inexpensive method of gathering information, I have learnt that talking with people is a good way to get information during the initial stages of a research project. It can be used to gather information that is not publicly available, or that is too new to be found in the literature.

I have learnt research technique to explore peoples ideas and attitudes. Personal interviews are a way to get in-depth and comprehensive information. They involve one person interviewing another person for personal or detailed information. Personal interviews are very expensive because of the one-to-one nature of the interview. Telephone surveys are the fastest method of gathering information .Mail surveys are a cost effective method of gathering information. Email and internet surveys are relatively new

Evaluating sources

I have learnt how to Use credible sources to back up your argument in your research gives your writing credibility. I know now that High quality resources supporting your arguments are more likely to translate into better results for your assignments. Conversely, poor quality references will be noticed and are likely to adversely affect your results. I have learnt how to use Harvard reference generator and What are scholarly and non-scholarly sources.

I have learnt that Scholarly information usually refers to information that you find from your Library's resources. In general, scholarly works are written by experts in the field and are vetted for accuracy. Non-scholarly sources usually refers to information that you find freely available on the Internet.

Criteria to consider:

1. **Currency:** When was the information published or last updated? Is it current enough for your topic?
2. **Relevance:** Is this the type of information you need (ex. a research study or scholarly article)? Is it related to your topic? Is it detailed enough to help you answer questions on your topic?
3. **Authority:** Who is the author or creator of the information (can be an individual or an organization)? Are they an expert on your topic? Has the source been peer reviewed? Who is the publisher? Are they reputable?
4. **Accuracy:** Is the information true? What information does the author cite or refer to? Is this a research study with methods you can follow? Can you find this information anywhere else? Can you find evidence to back it up from another resource? Are studies mentioned but not cited (this would be something to check on)? Can you locate those studies?
5. **Purpose/perspective:** What is the purpose of the information? Was it written to sell something or to convince you of something? Is this fact or opinion based? Is it unfairly biased?

Academic writing

I have learnt that academic writing is clear, concise, focussed, structured and backed up by evidence and its purpose is to aid the reader's understanding. I have learnt it has a formal tone and style, but it is not complex and does not require the use of long sentences and complicated vocabulary. Each subject discipline had certain writing conventions, vocabulary and types of discourse that I become familiar with over the course of my module. This will help me greatly in my future Academic writing and within my work place.

I have learnt that Academic writing is very different from everyday texting or email. It is a more formal style of writing which requires you to communicate your ideas clearly and concisely. Good academic writing is about using the right words in the right place. It is a very important skill to have and gives you the advantage over others within the work place to progress in your working career.

Skills I still need to develop

I still need to build my confidence and the fear I have of public speaking. It is considered the number one fear among societies population. It is also considered to be a social anxiety disorder where individuals suffer from performance anxiety. I have still some fear of public speaking or doing presentation in front of a large crowd. The ability to manage people is a very powerful skill. Not only can you inspire individuals to do what is right, you can guide them along the way, and you can monitor their progress in every step. Being able to lead a group and manage these individuals in a way that does not impede their progress and insult their judgement is highly desirable in today's workplace.

Being self-confident exudes an aura that can convince those you work for (or with) that you know what you are doing. If you do not believe in yourself, your skills and abilities, then you cannot expect anyone else to believe in you. You need to be confident with yourself and ensure everyone sees you as someone that has the ability to pull through whatever situation comes your way. Public speaking is a very crucial skill to have, which requires a lot

of self-confidence, practice, and analysing of your audience. Even though it comes naturally to some people

To me it is definitely a skill that can and needs to be developed, and it is a skill sought after by employers because it's a way of expressing the values and products of the company. I need to be more tactful it is necessary in many situations, when dealing with clients, as well as colleagues and to realise that not everyone reacts the same way to different styles of confrontation. to deal with various issues that may crop up

I want to be more creative which can be beneficial to any role you may have in the workplace. It involves the ability to find solutions to problems using creativity, reasoning and past experience, coupled with information and resources. I would like to Refresh my knowledge of mathematics often is an essential part of keeping your competitive advantage in the job market. as many a time I may have to produce some graphs and figures by analysing quantitative data.

Conclusion

In conclusion, the module has really helped me gain some much needed skill sets which will be very useful in my workplace. It has boosted my confidence and I felt like a new person. These skills like time management and negotiation skills , I think will really help me move up in my workplace. I have become confident in using Microsoft Excel and power point which is used in the work place every day whereas before I had very little knowledge of this. Communication skills is very Important at The London Stock Exchange where I work if the communication chain breaks down it will have a very bad impact within the company and within each department. The skill sets I have gain here will not only help me now but also in my future career.

Reference

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