



Academic and Employability skills (BMSW4001)

University of Wales Trinity Saint David

Skills for the Workplace Assignment 1

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Introduction:

As a part of the academic environment it is essential that every student should have the ability to develop an idea by using an academic writing. The significance of academic accomplished people is increasing extremely in each sector of the industry (*Haroshi et al, 2015*). Often the academic skills are associated to the employability skills and this relevant connection is mandatory for everyone that desires to succeed at the precise workplace. The main perception of employability appeared in 1980's introduced by corporations in order to reflect to the need of adaptability of the comprehensive rivalry. Many companies admit that the only way of adapting to the unstable economic situation is through employability skills (*The guardian, 2013*).

The main concept of this paper is to highlight every benefit of the employability skills and the contribution of actual literature as evidence of my research according to Harvard's referencing technique. Writing in academic tone is an ability of expressing yourself in more professional way. This is incredibly advantageous for everyone that would love to achieve personal and professional growth. In this essay I will demonstrate the extend I learnt about identifying my own skills and how it reflected on my study and workplace. Therefore, this will include an analysis of my personal development plan, the internal and external factors that influenced my development process before and after joining this course.

The importance of Employability skills

The most valued method that employers demand in recruitment process is the ability of employability skills. For all participants in recruitment process or for people that seek to succeed in terms of performance is essential to have employability (*Jackson, 2014*). Along with the good understanding of a subject

knowledge, recruiters repeatedly plan their requirements that they expect from the worker. We can also associate the employability skills as soft skills as they are primary connected to the personal character or attitude (Maripaz, 2016).

The employability skills in my believes are the equipment that the workforce must perform with their position to the end of their capability. Being employable rests on your skills, knowledge and attitude. As per the recruitment agency Michael Page's article '*as a graduate when applying for a job you are an investment for the employer, and they will hope to see a significant return if you join their business.*' This is a pure evidence that the knowledge every graduate gain throughout the course predetermines the success in future. There are many skills that belong to the employability and recognising them would lead the individual towards the next successful step. Some of these key skills are vital for my progress:

- Communication and interpersonal skills – this is the ability to explain clearly your thesis through written and spoken methods. For instance, I am a part of the management team at my workplace and I often communicate with other people in order to complete the daily responsibilities. Being able to deliver the message clearly, always achieve success. (Appendix 1.1)
- Problem solving skills – the capability to identify a problem, then identify the implications and after that to find solution as applying your knowledge plays significant role in individual's performance. (Appendix 1.1)
- Initiative and self-motivation – being motivated and creating new ideas that can be made into a reality shows a strong personal ambition. Taking

an initiative is one of the biggest strengths for this role. The most recent example that showed my initiation was when we were given a group project this semester. I volunteered to lead the team and being responsible for splitting the task equally to everyone. At the end all group members were satisfied with my job. (Appendix 1.1)

- Work under pressure (deadlines) – working under pressure always creates a risk of not being able to complete a specific job. It is very important that people can handle the stress that comes with deadlines and making sure they meet them. For example, when I am at work the main daily responsibilities have deadlines and if we cannot meet them It could have a negative impact over the business. Here a crucial role plays the good organisation and planning. (Appendix 1.1)
- Organisational skills – being organized and methodical helps completing every task before the deadlines. The key for being good in organizing is to ensure that you are on track and keep monitoring the process. I dedicate majority of my time in planning and organizing all work and personal related perceptions. (Appendix 1.1)
- Negotiation skills – to be effective in employability an individual should take on board the feeling of other people and express their own requirements in appropriate and unemotional was for achieving best result. This is one of the skills I need to master because I haven't had a lot of experience to negotiate with people, however I believe I will have this opportunity in my future group projects. (Appendix 1.1)

- Ability to learn and adapt – the key word in this section is – Enthusiasm. Being enthusiastic about your work will benefit both – you and your employer. As part of the human nature, people tend to make mistakes, but the ability to learn from previous mistakes is part of the adaptation and learning process. There are many cases when I haven't been satisfied with completed task due to admitted avoidable mistakes, however this gives me a chance to attain better results in future.
- Teamwork – for accomplishing a goal or a task, people should be able to work efficiently and effectively in team. In my practice I have worked with people of different age, background and genders. In my opinion the key for being successful is to create an excellent atmosphere at the workplace and being respectful towards everyone. This is how a team can achieve each target effectively.

Personal SWOT analysis

It is essential for everyone in today's competitive world to be able to identify their own strengths, weaknesses, opportunities and threats (Appendix 3.1). In this section I am emphasising on the information I gained throughout the semester alongside with my Personal Development Plan (Appendix 2.1).

STRENGTHS:

Excellent communication skills – One of my greatest strengths is the communication skills I gained during my educational background from Bulgaria. The importance of great communication skills is a key for being able to lead a team.

Adaptive skills – In my experience as a student and worker I have faced a lot of challenges in terms of the environments, however this helped me building my confidence and develop my adaptive skills. Changing different atmosphere could potentially lead to stress, although I have mastered this feeling and I can simply adapt to any situation.

Dedication – Being part of a team revealed my ability for inspiration and working in a group showed how committed I am to achieve the best possible result.

Time management – One of the most important strength I have is the time management. Being able to organize and manage my daily responsibilities always has an impact on my personal and professional development.

Organisational skills – Organization skills are strictly related to my time management skills and the consistency of completing all duties during the day plays an important role in my life as it builds a strong relationship between my personal and professional life.

Leadership skills – As part of a team I always take the opportunity to lead the group and help others with splitting the task equally, setting deadlines for completing the task and support everyone that needs further assistance. This is the key for my successful experienced I gathered throughout the years.

WEAKNESSES:

Research Skills – One of the most difficult parts I faced lately was the information research. The time I spent for supplying myself with needed information regarding my coursework was very challenging. This is a great opportunity to improve my research skills and keep practicing for future coursework.

Fear of public speaking – This is one of the most irritating areas of improvement for me. I believe that this fear is one of the biggest challenges in almost everybody's life and the only option to overcome with it is more practice in future.

OPPORTUNITIES:

Additional course for developing other skills – There are many advantages that could impact positively my professional growth. For instance, I am interested to enter an industry that is primary related to technology. Therefore, I would attend to a course where I can practice and learn more about the innovation of the technology.

Personal development – Nowadays, we know that there are many existing opportunities for improving our self-awareness and develop our talents. The personal development takes over the person's entire life. There are plenty of methods, programs and tools that support human's development at the individual level of each organization.

THREATS:

Unable to plan my time – Throughout the years I managed to set up a schedule of my daily tasks as prioritizing the most important. This has been a strict habit and losing the ability to follow it could have a negative influence on my life.

Limited ability for development – As I stated above the ability for personal and professional development plays a crucial part of each human's life. If we have limited ability to develop ourselves that could lead the humanity to disorder.

Personal Development Plan:

The importance of identifying your own internal and external factors gives you a better understanding of what you have achieved and what your areas of improvement are. Being able to evaluate yourself and your own weaknesses or threats is the key of creating an actual development plan. Creating and following your development plan is an opportunity to develop these areas of improvement and assure you can achieve your goals confidently.

A good personal development plan aids you towards your success. It lets you take important decisions and stops you from failing.

In my personal development plan (Appendix 2.1) I did set up my goals that I wish to achieve in short, middle and long-term period. My goals are prioritised very well as considering each section and the benefit I will receive when completing the segment. I have also included predicted time frame as deadline, which means that the particular objective or knowledge has to be accomplished before the set-up date. This plan is a pure life guide that will easily point me towards completing my personal and proneuronal evolution.

Conclusion:

As expressed above, one of the principal techniques of the modern higher education is to provide graduates to be able to succeed in the workplace. This process could take a lot of time; however, prioritizing the time effectively is the key for completing your education successfully. Another principal refers to the ability of valuable contributing in the corporations where graduates will work for. Using the academic and employability skills as a springboard towards human's professional evolution is one of the main concepts of this science. Therefore, being talented in this role is advantageous and beneficial for your future effective carrier.

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Appendix:

(Appendix 1.1 – Employability skills)

Employability Skills Student Worksheet

What do *you* think are the top five skills that graduate employers want you to have?

1. Good communication skills, Teamwork
2. Problem solving
3. Organisational skills
4. Work under pressure
5. Initiation, motivation, negotiation

Consider each skill above in turn. How do we help to develop these skills with you and how are they assessed in your degree programme?

1.
 - written - practicing more
 - verbal - being part of class/group projects.
 - clear explanation of task, subject, etc.
2.
 - ability to identify the problem
 - identification of implications
 - consider a solutions
3.
 - monitoring the process
 - being methodical
 - set up targets
4.
 - avoid risks of failure
 - ability to handle stress
 - improving organisational skills
5.
 - personal ambitions
 - being able to lead a group
 - capability to understand people's feelings

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(Appendix 1.2 – Employability skills)

Consider each skill above in turn. What could we do further to develop these skills with you and how could we assess them in your degree programme?

1. • joining more written courses to develop our written skills.
• being more active in class lessons
• practicing with pronouncing words
2. • analysing the problem
• analysing the implications
• analysing the solutions
3. • creating a schedule and trying to prioritise all tasks;
• set up deadlines for each task separately
• tick the box of completed tasks
4. • getting involved in more group projects
• analyse the potential risk
• advising others with solutions
5. • reading particular books
• being part of teams
• talking to more people about their weaknesses

If you would like to be involved further in our Employability Audit project (e.g. meeting graduate employers to talk about skills, helping to evaluate and redesign aspects of our degree programme) then please write your email address below:

(Appendix 2.1 – Personal Development Plan)

Personal Development Plan

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 1 - My Goals What are my overall goals that I want to accomplish in this time period? <i>Example: become a Student Affairs Officer; learn computer graphics</i>	- to finish 1st semester of UWTSD with high scores, - to learn how to do presentations	- graduate this course - to apply for further development - to become branch manager in my workplace	- to become Area Sales Manager - to start own business back home
Section 2 - Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on? <i>Example: Student advising; Banner; Dreamweaver; develop a procedures manual</i>	- presentation skills - improve leadership skills - research skills	- learn how to read my brand business reports - want to join internal academy course	- accounting skills - interior design skills
Section 3 - Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project? <i>Example: take Dreamweaver class; do an informational interview; set up a project outline</i>	- spend time practicing presenting in front of my mirror. - spend time in local library.	- spend time with my manager - sign up for internal course	- get extra lessons with professional accountant - sign up for interior design course.

Adapted from: <http://www.hr.ucdavis.edu/sdps/forms/IDP%20Final%2010.14.11.pdf>

(Appendix 2.2 – Personal Development Plan)

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 4 - Resources What resources do I need? <i>Example: free time; funding</i>	• free time • financial support	• re-organising my priorities • help from HO	• fundings
Section 5 - Time Schedule What is my time schedule?	studying 4-6h/day	every shift	
When will I start?	asap.	asap	
When do I expect to finish?	after 3 months		
Section 6 - Completion When have I completed each step?	☐ _____ Date ☐ _____ Date ☐ _____ Date	☐ _____ Date ☐ _____ Date ☐ _____ Date	☐ _____ Date ☐ _____ Date ☐ _____ Date

Adapted from: <http://www.hr.ucdavis.edu/sdps/forms/IDP%20Final%2010.14.11.pdf>

(Appendix 3.1 – SWOT Analysis)

SWOT analysis	
Strengths	Weaknesses
• communication skills • dedication • organisation • Time-management • Leadership	• researching accurate information • fear of public speaking
Opportunities	Threats
• additional development • personal development	• unable to plan and organise my time • limited ability for development • overthinking.