



ACADEMIC AND EMPLOYABILITY SKILLS

BMSW4001



DERCIA DEJANIRA ZOMBO DIAS

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Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Module	Academic and Employability Skills
Module Code	BMSW4001
Lecture Name	Joy Botu
Student Name	Dercia Dejanira Zombo Dias
Student ID	2020740

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Introduction

According to my research “Employability Skills can be defined as the transferable skills needed by an individual to make them ‘employable’. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee. These skills are what they believe will equip the employee to carry out their role to the best of their ability. Employability depends on your knowledge, skills, and attitudes, how you use those assets, and how you present them to employers”.

Academic skills are talents and habits that are conducive to academic activities such as learning, research, writing reports, and speeches. These include analysis, communication, socializing, planning, learning, taking exams, and technical skills

In this report, it will explain the three topics covered in the class and how they affect my life and the changes in my daily life, apply them to my personal life and explain how they have helped my personal growth. The topics were chosen are Time Management, Online Learning Experience, Public Speaking and Giving Presentations.

Time Management

“ Time management is the coordination of tasks and activities to maximize the effectiveness of an individual's efforts. Essentially, the purpose of time management is enabling people to get more, and better work done in less time.” (Ivy Wigmore, 2021)

Time management helps you to complete tasks daily, by prioritizing tasks that are most important to you and leaving less important tasks to the end. You can use the schedule to plan your tasks ahead of time, freeing up time for work, school, and family.

As healthcare workers, we know that good time management has many benefits. Effective management of time minimizes deadline delays by creating high work quality that helps you get more work done. There is also better self-control, improved self-image, and reduction of stress in good time organization.

5 essential time management techniques:

- Be intentional: keep a to-do list.
- Be prioritized: rank your tasks.
- Be focused: manage distractions.
- Be structured: time block your work.
- Be self-aware: track your time.



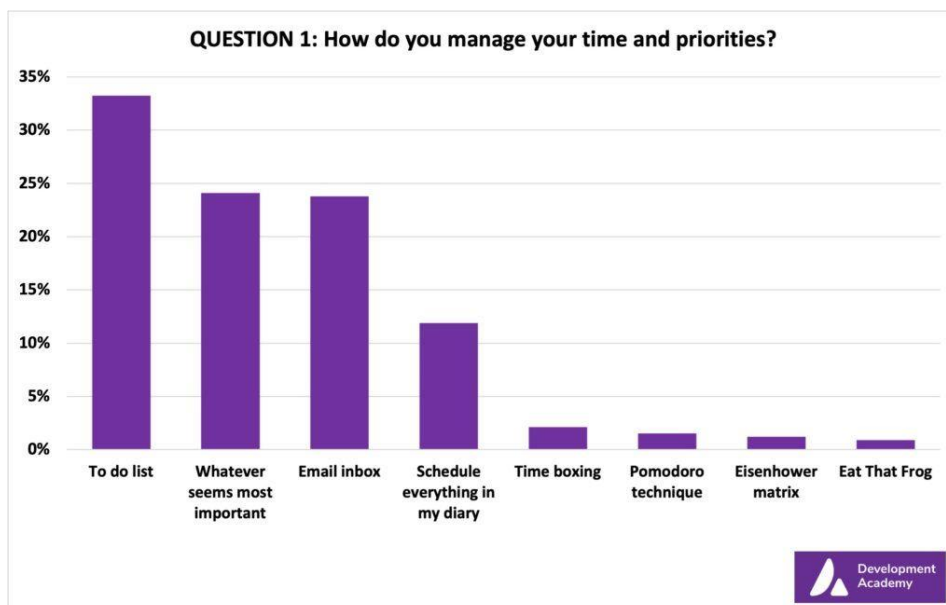
According to Ben Richardson “Less than 1 in people (18%) have a proper time management system.

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– 82% of people don’t have a time management system. They just use a list, their email inbox or nothing at all.

– The Eisenhower matrix is the most successful time management technique.

- 100% of people using this technique feel their work is under control either 4 or 5 days per week.
- The least successful time management technique is ‘dealing with whatever comes up’.
- 28% of people using this technique feel their work is never or very rarely (1 day per week) under control.
- 1 in 8 people (12.5%) never feel under control at work.
- 49% of people have never carried out a time audit to see how they spend their time”



With these small surveys and the information received in class, it is easier for me to manage my time and allocate time, so that I can complete my homework on time without hindrance, which is helpful for my future work. Through research, I noticed that people plan tasks in advance and increase with the development of the organization. Now people choose to use diaries or notepads.

It helps me get more done in less time and, therefore, make me feel more fulfilled. When I manage my time properly, I enjoy the sense of accomplishment that comes with a full to-do list – I see how you can meet my expectations and feel confident in that. more on their abilities.

Public Speaking and Giving Presentations

Public speaking is the process of communicating information to an audience. This is often done in front of a large audience, such as at school, at work, and even in our personal lives. Benefits of knowing how to communicate with an audience include training in critical thinking skills and verbal/nonverbal communication skills.

Body language is a type of nonverbal communication, including our postures, gestures, and actions we make. It is as important as verbal communication, but usually we don't think about it when we speak or present. To speak in public, we must first consider and research the topic at hand, and then determine who we are speaking to, i.e., who will be our audience. Next, consider our posture and body language; they are extremely important and one of the few things that draw the audience's attention.



"It's estimated that as much as 73% of the population struggles with a fear of public speaking to a certain degree. That means some 238 million people feel nervous about talking to others." According to Rebecca Lake almost half of the population has glossophobia, what can cause anxiety before every presentation, and it also complicates the person's professional skills and competencies.

Here Are My Top 6 Public Speaking Tips:

- It's Normal to Feel Nervous.
- Know Your Audience.
- Organize Your Material in the Most Effective Way to Achieve Your Goal.
- Keep an eye out for feedback and adjust accordingly.
- Allow your personality to speak for you, use humour, tell stories, and use effective language.
- If you don't have to, don't read.

Online Learning Experience

Since the beginning of the Covid19 pandemic, things have also started to be innovated, basically everything is done online, such as courses, demonstrations, consultations, etc. This is something that has completely changed the world and our personal and professional life has become easier. There have been great advances in technology and a lot of training has been given to people who are having difficulty adjusting to the new system. Although the online learning experience has advantages and disadvantages, it is very interesting.

Five Benefits of Online Learning

- 1. Cost Savings: The most obvious benefit of online learning is economics. Half-day classical education is a one-hour online learning course. E-learning increases productivity. Education costs in the United States reached \$ 83 billion in 2019! Of that amount, \$ 29.6 billion was spent on travel, training facilities, in-house training development and equipment. Online learning can save a lot of money in hiring instructors, booking facilities, printing, traveling and more.
- 2. Increased Convenience and Flexibility: The average full-time employee only has 1% of his or her time devoted to learning. employees are often busy and struggling to fit continuing education to their tight schedule. A study of 204 employees showed

that 93 employees contributed to why time constraints were unable or unwilling to complete the course in one attempt. Another 56 people contributed to the disruption. The average full-time employee only has 1% of their time devoted to learning. That's equivalent to another $\rightarrow$ 24 minutes in a week! Online learning allows employees to learn on a personal schedule that works best for them. It also ends in much shorter time than face-to-face learning.

- 3. Increased Employee Knowledge Online learning allows people to absorb more information, allowing them to learn at their own style and pace. If you need more time on a particular topic, you can do it slowly and over and over as needed. As you can imagine, these aspects of online learning help maintain knowledge. WR Hambrecht + Co found that online learning increases the retention rate of learning materials up to 2560%! Learners apply what they have learned.
- 4. Income increase: American Society for Training and Development (2011) conducted a questionnaire survey of 2,500 companies and found that 218% of companies have a comprehensive education program, which is higher than 24%. It turns out that I made a profit. Profit. More research confirms that learners apply what they have learned. Of the 204 employees who responded to the questionnaire, 87% revealed that they practiced the newly acquired skills and knowledge in the workplace! This leads to specific benefits such as increased sales, improved processes, and customer satisfaction.
- 5. Ease of updating content: A modern society were information and knowledge of change rapidly! For printed matter, the only way you can keep up with these changes is to reprint the material. That's costly (not to mention bad trees. Updating your online course not only keeps up with these changes, but also makes it easier to create a process at no significant cost. Best of all, online content changes are immediately available to the entire learning audience!

Four Disadvantages of Online Learning Disadvantages

- 1. Self-discipline and time management skills required: 41% of a sample of 204 employees said that self-motivation was a barrier to participation in online learning. why? When it comes to learning, everyone can agree that self-discipline and time management always work, but online learning requires less instructor guidance than traditional learning. In general, online learning also deletes the time and date of the scheduled meeting. As a result, when it comes to continuing education, employees are required to sit in the driver's seat. Face-to-face interaction is essential to bring material to life.
- 2. Reduced social interaction: If you imagine a traditional classroom, you will have lively group discussions and you will have students raise their hands and ask questions to the instructor. Of course, this moment doesn't happen naturally with online learning. For some individuals, these face-to-face interactions are necessary to bring material to life. Still, competitions, scheduled Q&A sessions with instructors, and discussion channels can drive more social interaction into your online learning.
- 3. Lack of practice-based learning: e learning is no substitute for knowledge gained from practical experience Online learning is often theory-based and lacks practice-based learning. It means theoretical knowledge and facts, theories, and reasoning, but is based on practical knowledge and practical efforts and tasks.

For example, online learning is a great tool to learn aspects of football theory, such as the history and rules of the game. However, it cannot be used to convey practical knowledge, such as how to play a game. When you're outdoors, you can just do it. Therefore, it is important to remember that e-learning is not a substitute for knowledge gained from hands-on experience.

- 4. Technology Dependence The younger generation has entered the workforce, technology has been widely adopted, and e-learning has grown in popularity. However, not everyone has integrated technology into their daily lives. A 2016 study found that 26% of adults were computer illiterate. Therefore, it is important to assess whether employees are good at computers and have the right settings for online learning. Can employees have easy access to electronics and the internet? If the course has video or audio, will the speakers work? When access to online learning becomes burdensome, your motivation is likely to plummet.

Through my online learning experience, I knew that I could learn comfortably and quickly at home. Like everything else, I experienced difficulties and the difficulty and focus on understanding some modules was not the same. Finding something that distracts you is very easy and is to keep you focused by paying attention to some parts of the lesson. All this hindered my learning. I really respect the teachers who have worked to achieve the goal of communicating as much information as possible to their students and the teachers who have worked to achieve this.

However, I think face-to-face learning is much more effective and efficient, when possible, for several reasons: Live lessons are easier to interact with (you can ask actual questions, the teacher can adjust what they say based on feedback and reactions during class, etc.) When a class is online, you can often follow a lesson while doing other things. In the classroom, when there is a technical difficulty, the teacher can usually notice and resolve the problem quickly.

Conclusion

This module has helped a lot at certain points in my academic and professional life. Use each concept for life and apply it wherever possible. When it comes to online learning, I still have some communication difficulties, so I must get used to the new system. Unfortunately, there are still some issues with understanding and communicating with certain topics covered in class, but over time, doing this. I hope I can reach my goal in the future and this issue will not be an obstacle. I complete this module with great knowledge.

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