

**MODULE NAME: ACADEMIC AND EMPLOYABILITY
SKILLS**

MODULE CODE: BMSW4001

STUDENT NAME : DIONISIE ANDREI TIRON

Student ID: 2130488

AGENDA

- Introduction
- Numerous Categories of Employability Skills
- Which Skills I Currently Possess
- Skills that I need to improve in order to be successful in the
chosen field
- Conclusion
- References

INTRODUCTION

3

- When it is talked about someone having employability skills, then it refers to a set of abilities, attributes, and information that increases their potential for success in the workplace (Bendon, 2021).
- Employers value these abilities greatly since they are crucial for maximizing productivity and achievement on the job.
- In this presentation, I will discuss numerous employability skills, the skills I now possess and those I must acquire in order to be successful in my chosen sector.

NUMEROUS CATEGORIES OF EMPLOYABILITY SKILLS

The following list includes some of the most crucial employability abilities, all of which are properly recognized by employers:

Abilities in Communication: Explain why it's so important to have excellent communication skills, such as being able to write legibly and efficiently, talk clearly and with assurance, and listen attentively.

Problem-solving skills: Discuss the importance of having the ability to recognize problems, evaluate them, and come up with workable solutions (Bimrose, 2011).

Teamwork skills: Describe why being able to collaborate successfully with others in a team setting is so important in many different types of jobs, and then explore some methods for enhancing your capacity to do so.

Adaptability: Put an emphasis on the need of being able to adjust to changing conditions, such as the introduction of new members of the team, new technologies, and different amounts of work.

Time management: Have a conversation on how important it is to have excellent time management abilities, such as the ability to prioritize activities, set objectives, and keep up with deadlines (Brown & Barnes, 2011).

NUMEROUS CATEGORIES OF EMPLOYABILITY SKILLS

The following list includes some of the most crucial employability abilities, all of which are properly regarded by employers:

Leadership skills: Describe the importance of having good leadership qualities, such as the capacity to encourage others, assign work, and arrive at tough decisions.

Creativity: Explore the ways in which one can develop their own creative potential as well as the ways in which imaginative thinking can be an asset in a variety of fields (Dewett & Jones, 2001).

The Ability to Think Critically: Describe the significance of having critical thinking abilities, such as the capacity to analyze knowledge, come to logical conclusions, and find workable solutions to difficult issues.

WHICH SKILLS I CURRENTLY POSSESS

6

The following is a list of employability abilities in which I excel and which are also highly prized by employers:

Skills in Communication: The capacity to communicate clearly and successfully with other people is an important skill that is required in most vocations. This encompasses verbal as well as written forms of communication. I am much expert on this skill and it has brought me many successes in my life already (Deloitte, 2019).

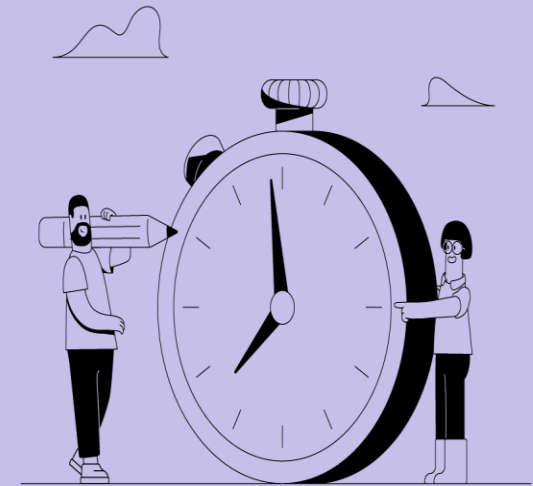
Teamwork: The capacity to collaborate well with other people in the pursuit of a common objective is another essential skill. This requires you to be able to work well with others, be willing to compromise and be adaptable. I have a great deal of expertise in this skill, and it has already helped me achieve a great deal of success in my life (Deloitte, 2019)

WHICH SKILLS I CURRENTLY POSSESS

7

Problem-solving Skill: One of the most significant skills in many different types of jobs is the ability to recognize issues, evaluate information, and develop potential solutions. I am very expert to solve any problems within a short time.

Time Management: For successful goal-setting and timely completion of deadlines, effective time management and the capacity to prioritize responsibilities are essential skills to possess (Dewett & Jones, 2001). I complete any task timely and it has made a lot of scopes to get expected outcomes in many areas in my life.



SKILLS THAT I NEED TO IMPROVE IN ORDER TO BE SUCCESSFUL IN THE CHOSEN FIELD

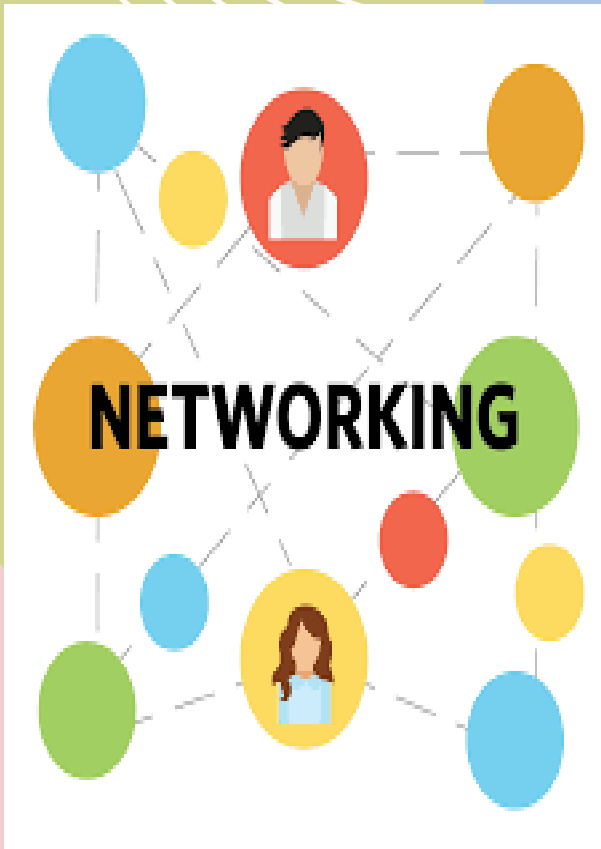
There are specific abilities that I need to develop further and that are also usually desired in a variety of professions; so, putting effort into developing these abilities can be advantageous.

- **The Ability to Think Critically:** Building my capacity for critical thinking and having the capacity to critically evaluate information is essential to achieving success in any area. This includes the ability to examine data, recognize potential problems and find solutions, as well as make judgments based on educated judgment.
- **Adaptability:** In today's fast-paced work climate, the capacity to adapt to change and handle unexpected scenarios is becoming an increasingly crucial skill set to possess (Hackman, 2012). This involves the capacity to acquire new abilities, assume novel duties and operate productively in a wide range of contexts. I need to focus on properly.
- **Technical Skills:** There may be specific technical skills that are highly desired, but it all depends on the industry that you work in. For instance, in the sector of technology, having a strong command of programming languages and the ability to design software may be very necessary (Dewett & Jones, 2001).

SKILLS THAT I NEED TO IMPROVE IN ORDER TO BE SUCCESSFUL IN THE CHOSEN FIELD

Competencies in Leadership: Developing my leadership skills is absolutely necessary if I want to one day assume a position of authority in my chosen career. This involves having the ability to motivate and inspire other people, as well as successfully assign duties and provide constructive feedback (Scotis, 2022).

Networking: Developing connections with people who work in the same industry as I can be quite advantageous. This includes having the ability to network, form connections, and cooperate successfully with other people (Jonathon, 2022).



CONCLUSION

- It is needless to mention that to do better in their professional and personal life, anyone needs to be an expert with minimum required skills that connected with the chosen field where he or she wants to go.
- By focusing on the strong and weak zones of the employability skills section, anyone can easily improve the required skills. In future, I will greatly focus on the areas of employability skills where I am weak and I will have to learn properly to keep up with time.

REFERENCES

- Bendon, C. (2021). What are employability skills? | Job Jumpstart. [online] www.jobjumpstart.gov.au. Available at: <https://www.jobjumpstart.gov.au/article/what-are-employability-skills>.
- Bimrose, J., Brown, A., & Barnes, S. (2011). The role of career adaptability in skills supply. *Journal of Vocational Education & Training*, 63(3), 373-386. <https://doi.org/10.1080/13636820.2011.585424>
- Council of the European Union. (2018). Council recommendation on key competencies for lifelong learning. *Official Journal of the European Union*, C 189/01. https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.C_.2018.189.01.0001.01.ENG&toc=OJ:C:2018:189:TOC
- Dewett, T., & Jones, G. R. (2001). The role of information technology in the organization: A review, model, and assessment. *Journal of Management*, 27(3), 313-346. <https://doi.org/10.1177/014920630102700303>
- Deloitte. (2019). The future of work: Shaping the next decade. <https://www2.deloitte.com/global/en/pages/about-deloitte/articles/future-of-work.html>
- Department for Education. (2019). The national strategy for access and student success in higher education. <https://www.gov.uk/government/publications/national-strategy-for-access-and-student-success-in-higher-education>
- Hackman, J. R. (2012). Collaborative intelligence: Using teams to solve hard problems. Berrett-Koehler Publishers.
- Jackson, D., Firtko, A., & Edenborough, M. (2007). Personal resilience as a strategy for surviving and thriving in the face of workplace adversity: A literature review. *Journal of Advanced Nursing*, 60(1), 1-9. <https://doi.org/10.1111/j.1365-2648.2007.04412.x>
- Jonathon, S. (2022). Employability Skills for Graduates Looking for Teaching... | 123 Help Me. [online] www.123helpme.com. Available at: <https://www.123helpme.com/essay/Employability-Skills-for-Graduates-Looking-for-Teaching-191077> [Accessed 1 May. 2023].
- Lakein, A. (2013). How to get control of your time and your life. New American Library.
- Smith, H., & John, M. (2015). The impact of communication skills training on the oral presentation competence of Jordanian university students. *Journal of Education and Practice*, 6(22), 116-128. <https://files.eric.ed.gov/fulltext/EJ1086814.pdf>
- Scotis, F. (2022). Developing employability skills in Higher Education and at work | Cambridge English [online] Cambridgeenglish.org. Available at: <https://www.cambridgeenglish.org/blog/developing-employability-skills-in-higher-education/>