

Module name: Academic and employability skills;

Module code: (BMSW4001_LON);

Lecture name: Anita Nan;

Student name: Pantiru Ioana Georgiana;

Student id number: 1914744;

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CHAPTER 1

The purpose of this report is to evaluate certain academic and employability skills at the workplace.

According to each work place the skills request may be different, such as: speaking, reading, learning, writing, communication, decision making, problem solving and more.

Each human is unique through the skills and abilities which they have to do something in their life.

The difference between employability and academic skills many times is wasted at universities like ridden or written for the academic ones.

Academic writing is divided in two parts which are active voice and passive voice. To be more professional at university it is better to use the passive voice rather than the other one helping us to make improvements in formal writing and stronger and professional communication.

CHAPTER 2

SWOT ANALYSIS allowed to the newspaper New York (2019) *Business write*,19 July. Is the most important part of understanding the employee's and giving the chance to find the strengths, weaknesses, opportunities and threats and finding ways to work in the environmental jobs which are wide enough and offering the capacity of the perfect job.

Analysing my own SWOT, one of the strengths which I have is respect and helped me a lot in keeping my job stable and I can handle it easily no matter the circumstances. Telling the thru is a way of being tolerant with diverse people and with yourself and should be fulfilled with kindness.

Like each of us a weakness has been placed on my SWOT analysis and this is emotional when I have to work under pressure having a really tough workplace in my last 5 years in the hospitality domain.

Time there was my anime because not every single day was easy to manage the responsibility on the time allowed, guests already in house requesting different necessities so my job was dealing with the cleaning and at the same time doing the requests.

But nothing cannot be done in life without HEALTH. Being the key of capability to do simple things with your own power.

According to Professor Green 'From rapper to documentary maker, he talks about the importance of a good mental wellbeing, as he believes stress can be a killer' Oliver , S. (2020) 'My health Professor Green', Metro,18 March 2020,p 28.

The skills which are needed the most at the university and workplace as I said in the beginning are just a few of the most important and popular skills which allow you to finish a university by learning the lecture, writing one or more assessments and understanding what must be done. And having the opportunity of a safety and secure job in future proving capacity of decision making in different situations and problem solving quickly and effectively.

I have this skill, time keeper, good attitude, tolerable, passionate, stable, patient, protective, assuming the risk and kind because by the time I can polish and use them in my future to go higher and I will add more by the time.

I need to increase self-confidence in communication because it is a better place to learn more especially if my future personal development plan is to be a health and safety manager if I have the ambition on focusing on what needs to be done.

My personal development plan is better to achieve a lot but step by step with less, if that less percent gives my satisfaction, this is according to *Pareto's Principle* (2007)' *Pharmaceutical Executive* ', vol.27(2), p. 54. Published by Flaum, S.

I can improve my time management skills by using the 80/20 rules. In the professional career of Health and social care we find the most this rule which causes employers that are not paying attention at the workplace. Less than half faced up with the hazard but they are cautious and the rest of forty percent are already injured .

As a Health Inspector the responsibility is to offer to employers at work all the supplies they need after a proper investigation at the cause and effect.

I wish to be an Environmental Health Inspector (EHP), the strength that I need the most is to be protective, analyse the problem, professional and patience.

The weaknesses on my side can be the experience required, this reason it might be a serious problem as a result of my years in the hotel domain experience not being similar.

A plus for me could definitely be adaptability and flexibility at any circumstances. Communication may be diverse from one work place to another but nothing to worry. The threat which I am a bit afraid of is time keeper being a job under pressure and a serious attitude about the surrounding people.

CHAPTER 3

In conclusion I will develop just a few of the mostly skills from the Peter, M. (2017) *Sage publications Ltd*. Founded and published by McCune,S.M.

Matching team working, leading others, communicating effectively,time managing.note taking.

1. Team-working gives everyone the chance to prove that working as a team is a skill and is coming naturally and the knowledge of handling this easily.

Building a team has some important criteria that needs to be followed like developing a team is crucial because each team member must be confident with the whole colleges changing questions and perhaps without any effort and restrictions enjoying the work as a team.

Disagreeing with all the members even if few difficulties are likely to emerge. Also, for a leader is most of the time a challenge but even with all this effort remains the chosen one .

Developing ways of working obviously speaking with a person at a time we definitely give the chance to grow their own ideas and use them in the certain ways as possible .

To perform as a team gives motivation to each part of your team and makes them part of a team with completed tasks .

Achievement- make your team proud of the contribution .Make sure the team never fails ,because reasons to fail are plenty.

Like misunderstanding roles, people are not part of the team, bad leadership, personality conflict , confidence missing. Peter, M.(2017)'Employability skills', part.4,pp. 210-211.

2. Leading others – How said is easy ? Nobody was born as a leader . But being a good leader first you need to have the ability to understand the job even in the hardest time and try to be reasonable with them as the situation will never be easy .

Responsibility is most of the time double then the usual work as an employer . As a leader in other people eyes your personality is bigger as well as the expectation . The salary can be worth it but even like that remains a stressful job .

The aptitude of understanding others and helping when is necessary is a real adventure . Peter, M.(2017)Chinese proverbs 'Give a man one fish and you feed him a day.Teach the man to fish and you feed him for entire life.'box11.1 ,pp. 223.

Learn how to manage yourself before managing others Short, T.(2012)Emerald publishing' Development and learning in organization', vol.26(3), pp.11-15.

Is not hard to understand the author thoughts as in real life it is important what has been given as a lesson because someone may follow the procedures.

Working in a harsh environment makes me understand a lot of this manager position, as with all 4-th modules this job must be done and do not stay in a place where nobody respects the work you give .

Studies have been done to see how team working are presenting side by side jobs according to (Nimela and Kalliola,2007). All the data has been collected over the time ,resulting in 204 team groups . Their studies are looking for the reaction of different citizen workers, undermining shared activities ,work satisfaction and the most familiar case is the struggle with the manager. (Crowley,M.,Payne,J.C. and Kennedy,E.,2013)*Certificate of higher education :working better together.* 20(5),pp.434-435

3. Communicating effectively - Another crucial skill which must be followed as a result of many misunderstanding messages and the final mistakes.

Even on my daily bases I meet a lot of cases when the information has been wrong delivered and with no concern blamed without asking my opinion or story. My actual work gives me the opportunity to learn much better english and have the chance to deal with the problems more easily and with professionalism , as new job terms.

Communication offers ways to deliver the message such as emails,letters,video recording,public speaker ,phone or even face to face .

He must be clear and right on the point but with adecvat details not very long because it could be boring.

Communication is verbal and non verbal and is not so hard to find the difference between these two. But since then the online environment has dramatically changed the way of speaking and sharing the feelings. Facebook,twitter,instagram took steps forward in this century and created that virtual world with “zombie” people (Rezab, 2015).

Verbal communication conform Robinson and Robinson(1982),is created by language . For a useful communication between two or more people the logic of the message must be clear and understanding ,otherwise they are just delivered words . Without knowing the meaning of the words the rest will not be able to figure out the idea .45(4),pp.67.

Non verbal is the viceversa of the verbal one is all about the body languages which some deaf people are going to understand the meaning of the text .Ivy and Wahl(2014),pp.5.

As Lavan(2002)spoke about the world where more than half percent of the information is delivered with body languages as a result of digital life .

A good example as all the humans are using it thru the non verbal communication is the time when an holiday has been planed but not the mother language from the country and the option can be verbal (english,spanish,portugez,italy,)or just showing simple sines like (yes,no,thank you,hi) and varied example.

Quintanilla,K.M. and Wahl,S.T.(2017) In:*Business and Professional Communication*. 3th Ed. Thousand Oaks:SAGE. Ch.2,pp.27-46.

4. Time managing - Well, time has been given to us since we were born but is vital for each of us .

Living is a nice adventure and people have to carry a baggage full of essential things to do in life . The problem is apparently ,spending it because not all know how.

Record ,analise ,change, according to all these three steps if you find yourself behind with the job which has to be accomplished is the result of work and stress together and as well of running after too many staff at the same time. Try to reduce the stress of the work with effective time managing .

Taking step by step compromise will appear . Just by following the RAC method we start with the first one. Record all the day from morning till evening with the hours lost on computer ,social media,reading and so other .

As a second step Analyse the lost time not being productive.

Arriving at the 3th point after everything has been properly analysed changes them in a better way . So prioritise, tidy up and organize.

Watchwellcast OR (online).Available from:<https://www.youtube.com/watch?v=VUk6LXRZMMk>(Accessed:05 October 2015).

5. Note taking - From primary school we learn how to read and write, how to understand what has been readed and the meaning of each work .

Is not just note-taking , is another ability which must be added on the list of skills . People find out much better if they read the information first after taking the essential data and compose the short story.

The data between one student who takes notes and one who just reads and tries to memorise will be completely different cause the human brain has not been made to remeber every single detail like a computer.

Ilhan Ilter(2019)*Efficacy of Note-Taking Skills Instruction Supported by Self-Monitoring on the Reading Comprehension*.Vol.44,Iss.198. Published by Turk,E.D.,Ankara .

Could be maybe let's say from 100 people in those days with all the information surrounding 20 who will memorise properly one text , of course this is only an opinion.

From my side in this assessment I've been doing a lot of research to have the capability to put all together here and understanding as well what has been written here. Thanks to this information which gradually I collected a lot of new knowledge and material remains up there whatever happy to talk about .