

University of Wales Trinity Saint David

Academic and employability skills

Health & Social Care

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Student name: ELENi TAMTSIOU

Student number: 1906522

Lecture: ANITA NAN

TABLE OF CONTENTS

Assignment title.....	Page1
Table of contents.....	page 2
Introduction	page 3
Time management.....	page 4
Communication	page 5
Communication.....	page 6
Teamwork....	page 7
Paraphrasing.....	page 8
Summarise	page 9
Conclusion.....	page 10
References & In class exercise.....	page 11

INTRODUCTION

Academic Aptitudes are all approximately making a difference to be a more compelling and competitive for learners at higher-level education and creating abilities that will assist them presently and within the future. Developing great scholastic aptitudes will assist accomplishments in an academic victory that reflects their full potential.

Staffordshire University (n.d) [https://www.staffs.ac.uk/support_depts/library/academic-skills/] (Accessed: 20 December 2019)

Employability Abilities can be characterized as the transferable aptitudes required by a person to make them 'employable'. Together with great specialized understanding and subject information, managers regularly layout a set of aptitudes that they need from a representative. These skills will prepare the worker to carry out their part to the finest of their capacity. Employability depends on information, aptitudes and states of mind, how they are utilized, and how they are presented to employers.

University of Exeter (n.d) [<https://www.exeter.ac.uk/ambassadors/HESTEM/resources/General/STEMNET%20Employability%20skills%20guide.pdf>] (Accessed: 20 December 2019)

The focus of this report will be to analyse my academic and employability skills. The skills analysed are Time management, communication, teamwork, paraphrasing and summarize.

Time Management

Time management is the dexterity to manage time in an efficient and all-inclusive manner. Therefore, to be able to plan and to complete more tasks without stress. Time management is an employability and academic skill. (*Morgan, 2017*).

Time management skills are important because it is both an academic and employability skill. To have such a skill will be considered very important and helpful especially when meeting deadlines in a work-related environment, this means projects at work will be finished with enough time needed without overtime. If this skill is not improving it will be very difficult to take up leadership roles which will stop personal and intellectual developments due to skills such as this not being refined. If not refined this could cause the job role occupied to be at risk due to lateness which could hinder other aspects of the day to day commitments at a workplace. Lastly, on the topic of overtime, this will need to be paid by the employer to finish tasks required which could affect an individual's position if qualities such as time management are not good. (*Morgan, 2017*)

Academic skills are equally important, to be on time when a lecture starts, to give the assessments before the deadline and to complete all the tasks are all important. Lateness to a lecture could result in important information being missed and cause classmates possible stress. Lateness, in general, will affect the academic performance of the individual in the class. (*Morgan, 2017*)

New experiences and commitments have developed this skill for me. Time management is important and helpful if the commitment is stressful or large in quantity. I agree planning out my commitments and even prioritising if needed has made me a more active person. Timetabling has made it easier for me to carry out a lot more task and develop my skills in other fields. There are many strategies to combat bad time management for me it is using a timetable but also prioritising is just as important. Past experiences have taught me the importance of planning out the future especially if a lot is happening it lowers future stress and gives me the ability to target all my commitments which is very important to a lot of work placements.

Communication

Transmitting a message from one place, person or group is defined as communication. However, the message transmitted can be difficult as it, needs one sender, message and recipient. The transferring message can change from the sender to the recipient. Communication is both an academic and employability skill.

Skills you need (2011-2020) [<https://www.skillsyouneed.com/ips/what-is-communication.html>] (Accessed: 21 December 2019)

Communication is separated in verbal, nonverbal and writing. All these categories are very important for effective communication. The ability to send a message and the recipient to receive the message correctly is very difficult, for the recipient many things can affect and change the meaning of the message that the sender has sent. Depending on the emotional state, the ethnic background and the culture a message can be reinterpreted by the recipient if not communicated correctly. To have effective communication skills and to improve them, it is important to be able to use them daily. A role such as a leadership role which could be beneficial to an employee who may be struggling with his or her communication skills could benefit from it. As an academic skill, it is important to communicate especially if in doubt. Many agree communication is key when understanding new knowledge. Equally, it will benefit the intellectual development process. Communication is a very important skill both the sender and the recipient must be at the same intellectual level to have a successful transfer of messages between each other. Apart from verbal communication, there are two more types nonverbal and writing. Body language when engaging in a discussion with someone else is important. To many, it shows if the recipient is paying attention and considering their ideas which is why it is important. Emotionally it makes them feel valued and considered in the discussion at hand. Apart from body language other factors such as eye contact and a relaxed mood when engaging in the conversation and posture all affect the communication between a source and the recipient.

Lastly, writing is another form of communication and the most widely used. The structure and basic construction of a piece of text all play a role when received by the recipient. Points should be made clear, the channel used to send the message should be easy and less likely to affect the overall message when received by the recipient.

Skills you need (2011-2020) [<https://www.skillsyouneed.com/ips/communication-skills.html>] (Accessed: 23 December 2019)

Some of the skills I may need to improve are my communication skills, nonverbal and writing. Which will result in better communication with colleagues and clients, helping me to have a better understanding of my everyday life and commitments. Another is my listening skills, as someone who predominantly speaks Greek, I have had to adapt myself to listen and understand the English language which over time has become increasingly easy. Apart from a past language barrier my listening skills, in my opinion, have developed and expanded. The ability to listen and comprehend what someone has said is an important skill in the world of work and throughout life.

Teamwork

Teamworking is the completion of a task by a group of people. The key to having an effective team is to have strong teamworking skills individually.

(Morgan, 2017)

Teamworking is one of the most important skills in a work-related environment. The ability to work collectively can help to decrease possible mistakes, achieve goals that alone will be impossible, gain new experiences and perspectives. Working alone can feel good but it is not always the best way to complete large goals. When a skill such as teamworking is improved it is easier to work in an environment which requires a collective approach. This skill is very important to someone in a leadership role. It is important to communicate and share different ideas and important in most jobs. If this skill not improved a team cannot complete tasks. To be part of a team concrete team-working skills not only in the workplace but throughout life must be acquired. Potential by Shada Wehba (31 March 2017) [<https://www.potential.com/articles/5-important-reasons-why-teamwork-matters/>] (Accessed: 23 December 2019)

Working as a part of a team in different workplaces with people from different backgrounds and cultures, helped me to improve this skill and to be a more effective team player. This developed my thinking and made me see different perspectives, new ideas, and build good relationships with every individual that I have come across in clinical and public settings.

Paraphrasing

Paraphrasing is the process of communicating with words expressed by someone else but imbedding personal ideas or queries in the reply. There are numerous reasons for citing or paraphrasing in your claimed work, but these techniques allow you to appear understanding of current information around the subject you're considering and react to that information in your work. It is important as it shows the acknowledgement of an individual's opinion and develops an understanding of ideas or issue. University of Sheffield (n.d) [<https://www.sheffield.ac.uk/ssid/301/study-skills/writing/paraphrasing>] (Accessed: 30 December 2019)

One of the most important academic skills is paraphrasing. Paraphrasing is a skill that individuals develop over their academic school years and in higher education. Many people find it challenging to embed others ideas into their ideas many find it hard and challenging. Paraphrasing is an important skill when transferring ideas through writing or orally into a message in the individual's own words. It can be hard to paraphrase the idea from the initial source as it may be hard to remember or misunderstood when embedding personal opinions alongside the initial source making paraphrasing a hard skill but through academic experiences, it can be improved on. Apart from the skills, academic importance paraphrasing is also important in the event of disputes in personal or job-related environments. It shows an understanding of someone's personal views making it a key employability skill in a job-related environment. University of Sheffield (n.d) [<https://www.sheffield.ac.uk/ssid/301/study-skills/writing/paraphrasing>] (Accessed: 30 December 2019)

Throughout my academic experiences, I have learned and improved the skill of paraphrasing. Now I am in higher education the need to carry out the skill of paraphrasing has been increasing useful. It is a skill which has helped my intellectual abilities when understanding topics. The process of taking an idea and blending it with my own perspectives has been a skill which was difficult at first, but over time if have seen the importance in doing so. As with many new concepts understanding it is difficult till it is

reinterpreted in your own words. Making paraphrasing an important academic skill as said before. However, from past experiences, I have seen its importance when tackling more emotional issues. The skill made me much more open-minded to topics and issues I didn't consider.

Summarize

Summarising like paraphrasing is the ability to deconstruct and reword something of predominately large detail in an individual's words. The ability to summarise is both an academic skill and employability skill.

Summarising in many situations especially in education is an important academic skill, it allows people to target important points and understand complex ideas which are usually described in a lot of detail making them inadvertently hard when trying to understand the initial idea. Even though summarise allows you to reconstruct an idea into a smaller summarised idea it can still be hard to do. Unlike paraphrasing, the ability to embed personal opinions isn't possible. Summarise should predominantly contain the source's ideas, and nothing more. Stating an opinion would not be considered summarising that source but the knowledge we get by summarising will help the individual analyse and critique the original document helping individuals reach their ideas and perspectives of certain topics. Summarising in my opinion intellectual develops someone's thought process and perspective on new ideas foreign to anyone. Summarising is an important academic skill as explained above but also an important employability skill because it allows the understanding of complex ideas to be made clearer and to be understood by the majority. Summarising is a useful skill as it helps employees understand the key things when setting a task or an assignment. Like the skills academic importance's, it allows employees to build new ideas which will collectively better the workplace of the employee a help them creating new understanding and develop their skills. This skill helps employee monitor their understanding of something and target gaps in knowledge. Apart from the skills of academic and job-related importance, it's a universal skill which can be used in a range of situations.

Throughout my research on the skill of summarising realised its general importance in a range of ways. Academically it helped me understand concepts which at the time were difficult. Summarising allowed me to monitor any possible gaps in my memory of

a topic because it wasn't in my own words but a simplified version of the initial source. In general, I used the skill to outline key points which I needed to understand at the time. These key points were useful to become a better worker a student.

Conclusion

In conclusion, it's clear that for academic and employability skills there is a range of which are very important and beneficial to the individual academically and in the world of work. As said before skills such as team working, time management, communication and paraphrasing are all equally important to be a successful employee or student. These abilities are both universal and vital in personal and intellectual development.

References

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