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Introduction

The purpose of this report is to analyse my own academic and employability skills. All academic and employability skills are necessary because they are essential at workplace or university. The skills which will be analysed are communication, leadership, teamwork, paraphrasing and time management. Which the 5 skills I just mention I will: define, explain why they are good at workplace/university and how can I improve.

Some of the academic and employability skills I use them at my workplace so I will explain how they are useful. With this work I want to be able to understand more how academic and employability skills are important for us at the workplace/university.

At this report will be available an Index page where I will introduce my in – class exercises.

Time Management

According with Morgan (2019) – “...time management is the ability to control or use of time to such an extent that we area able to plan and manage what we do without undue stress or tension.”

In my opinion time management can be defined as a process of organizing and planning how to divide my time between specific activities without stress. Being good at time management is vital, crucial, important, and so on, in lots of different ways. For a student, research has shown that ‘being good’ is more than important (Britton and Tesser,1991).

Being able to have a good time management can change our reputation, because as an example if I have a meeting at my workplace and I come late they will see I'm not a reliable person, and they can avoid to work with me because is all about plan our time to make sure everything is done on time. Managing our own time give us more efficiency and save us time, because when we have time management as a good skill make us have a good reputation.

It is good to have this skill at a workplace/university because it gives us less stress and make us understand how to use our time which can be vital to knowing how much your behaviour needs to change. Without this skill we are unable to plan our time and make sure we do our work on time.

Managing our time is very useful but I believe I am not the best person with this skill but with this report I could understand how important it is and I want to improve managing my time consistently, so that it will help me a lot to make sure everything is done on time so I need to find a way to improve.

Communication

According to Brennan (1974) – “... said that communication is something that combines society together, with good communication skills is possible to help people to maintain personal relationship and the quality of communication depend upon the understanding of both speaker and listener.” In my words my definition for communication is a process between the person sending the message and the person or persons receiving the message. It is very important to have a good communication because messages shouldn't be transferred incorrectly, wrong messages shouldn't be interpreted because this can cause many problems at a workplace.

Is very important to have a good communication at the workplace/university because the communication is basically the heart of every organization. Everything we do at workplace results from communication. At work we need to request information, discuss problems, give instructions, work as a team and interact with colleagues and clients. If we want to be a valued as a member of the organization, it is important not just to be able to do ours job well, but also to communicate my thoughts on how the process and products or services can be improved.

At my workplace I need to improve this skill because is one of the most important skill and helps a lot to change the way we communicate with the customers our colleagues.

Paraphrasing

Paraphrasing is the ability to listen to what someone has said or has written and you're able to transfer what they have said into your mind and make whatever has been said into your own words.

To be able to paraphrase takes great skills such as: communication skills and organisational skills. These skills are vital when paraphrasing because once you have a subject that you need to talk about- you need to make sure that you have everything that you need to say. for example, organisational skills are key when an individual is paraphrasing because you need to list all the important information that you want to get a crossed, you want to make sure that you didn't miss anything.

Communicational skills come in contrast with paraphrasing because you need to make sure that you have the correct tone of voice whenever you're speaking because you need to ensure that you get the message a crossed effectively without any barriers that would interfere with your point. This skill is also important because if someone is not able to understand what you're saying you are able to see through their body language and facial expression.

Most individuals confuse paraphrasing and summarising and say that they are the same thing; but they are not. As explained previously, paraphrasing is being able to take whatever has been said by an individual or text and translating the information in your own words whereas, summarising is collecting the main points that are said and putting the into your own words. Just by my explanation you can see that they are very different.

In health and social care settings paraphrasing is vital as doctors and nurses needs to get a lot of important messages a crossed to the person that they are caring for. They use this effective method as it ensures that their patients understand exactly what is happening to them and what steps they need to take in order to get better. If paraphrasing was not being introduced into universities or hospitals then doctors and lecturers will have a more difficult time when it comes to speaking to either the class or patients because they will be repeating the same text over and over again just to explain what they means whenever someone doesn't understand; this is why its so important as it takes long messages breaks them down into simpler terms to clarify the messages that they want to get a crossed.

Team Work

The best definition I found to describe teamwork is that the process of working collaboratively with a group of people in order to achieve a goal. It is very important to work as a team and necessary to colleagues to work well together trying their best in any circumstances at the workplace.

Teamwork is an element of trust where teambuilding skills are created, increases motivation, increases staff morale and encourages the people to develop their skills and knowledge in to achieving aims and targets as to whatever Business cooperate.

At workplace we always need to try to cooperate to provide appreciative and constructive feedback and ensure to give the customers the best of service. Without team work then everyone will be working by themselves. This is good as well because the person gets to improve their person skills and know what they need to work on: but working in a team shows more commitment and it also shows that you can work with anyone and adapt to the different environments around you.

At my workplace teamwork is very important because almost at everytime it is busy, so we need to work together to help each other out. Even if we don't proceed to a good working relationship with colleagues it is vital that we maintain professionalism at a workplace to deliver what the Customers expect from us as a company which is great Customer Experience. Adding to this, I believe an individual can obtain any sort of roles at a job making it easier to look for one.

Leadership

Leadership is the art of getting someone else to do something you want done because he wants to do to it. (Dwight D. Eisenhower). According with Chemers, M. (1997), " ... leadership is both a research area and a practical skill encompassing the ability of an individual or organization to 'lead' or guide other individuals, teams, or entire organizations."

I define that leadership as a person who know how to be a leader, who know how to manage a business to motivate and inspires people to help themselves and others to do the right thing to move forward. (Dwight D. Eisenhower) and (Chemers, M. 1997)

It Is very important to have a good leadership at workplace because the leader needs to focus to give the best vision for the company. So, when someone have the chance to become a leader this person needs to show focus because became a leader is a mission very important.

I don't have these skills, but I can improve these skills by being a reliable person, giving the customers the best service all the time, making sure everything is done properly, working as a team giving to the company a good reputation. Also, we can inspire and motivate colleagues or even managers to reach that vision.

Being a good leader makes employers feel nice at the workplace and customers will feel good because the company have a good reputation so they will come back to receive our good service.

Also, with this skill gives to the company more feedback.

Conclusion

At this report I can conclude having academic skills at the workplace/university is very important not only for us but as well for the company because they have a lot of importance in our life - they teach us strategies to managing our time, being a good leader and understanding how communication is very important to the environment.

With all the academic skills I spoke above, I need to improve a lot in some of them but with this report I could understand more how important this is to the society because without communication we are not able to understand other and others cannot understand us.

Being able to understand how to manage our time is very important as well, because it gives us another reputation, make people trust in us and give us more opportunities to grow at the company.

Working as a team is something I do not need to improve because at my workplace I need to work as a team all the time – McDonald's is always busy, so we need to always provide a good service but without teamwork we are not able to provide it - for this reason at my workplace we always work as a team making sure the customers will come back and we have a good reputation, giving hot and good quality of food and making sure the space is always clean making good moments easy for everyone.

At my workplace Leadership is carried out very good. The person who leads the store gives us very good training to make sure everything is done right. Leading a company is not easy, the person who is responsible to lead needs to make sure everything is alright. But this doesn't depend just for that person, this person needs to teach the staff. For this reason, at my workplace we have high number of crew members and crew trainers who are equivalent to Area Leaders – having the responsibilities of training and completing observation checklist/verifications to authorise staff to work at areas without supervision.

I hope with this report improves more of my skills being able to understand everything I have written above. With this report I have another vision about academic skills, and I believe next time if I have an opportunity to write another assignment to discuss about academic skills, I will have another type of vision and I will do a better job.

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