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INTRODUCTION

This report is to analyse the different of academic and employability skill in the workplace. Employability skills are skills individual needed to make them employable. These skills give you the ability to work with other, the knowledge you have will help you to fit into the work environment Including professional skills

This report is to explore different keys of employability in the work place, the important and how we can improve on them. So, this report will focus on communication. Time management, Decision -making, Teamwork, Leadership Quality, Problem solving and how we can use SWOT to analyse our weaknesses.

TIME MANAGEMENT

Time management involves effective working within specified time frames so as to make use of limited time are still maintain effectiveness and efficiency (Doyle, 2019). A contemporary skill needed in education and within the workplace is effective time management because in addition to saving time, Therefore, effectively time managing is important in the workplace. It vital for staff to evaluate their workload, prioritize their workloads and ensure that they concentrate on only productive tasks (Doyle, 2019). Thus, as it may not be feasible to carry out all tasks assigned, it is important for me in my capacity as an employee to start tasks early and prioritize them based on the one that is due first. I have the opportunity now to prioritize my tasks given the threat of the numerous responsibilities. For effective time management to be achieved, employee must prioritize tasks and do important things first. When prioritizing, it is essential for the individual to think of factors like the time needed to complete the set tasks. For example, when I am looking after service users, it is essential to prioritize them based on the most vulnerable first and those at risks so that their safety is maintained. To schedule time is important in the workplace. and can impact your day, week. And month. Some task needs to be done at a specific time, this is a result of more or less productivities. It is essential to schedule time in the workplace in other to avoid procrastination.

I need this skill because it helps will me to managing time, helps me to get through tasks assigned by my employers.

COMMUNICATION

Communication is the process in which information is pass from one person to another.

There are different types of communication skills which include oral, active listening, verbal, non-verbal. This are all important in the workplace and university.

Communication is one of the most important academic and employability skills and since it is a beneficial, pleasant and conspicuous method of harmonizing individual and an organisation. A striking way of communication is important for both individual and an organization in order to attain success (Mesum et al., 2011). This zeal in communication leads to positive relationship development, by encouraging the employees to achieve their goal and develop their skills in communication (Singh and Singh, 2014).

It is important for both student and employees to be very effective in communication skills so that they can achieve goals set. these communication skills are taught in an organization with intensive practice and feedback should be given at regular intervals (Levinson et al., 2010).

I will need to improve on my communicate skills in other to have a foster learning. My face to face communication skills are not very effective because I am a shy person; however, I intend to improve on it by undertaking a role play with friends where we can debate on an agreed topic.

TEAMWORK

Teamwork is very important in the workplace it help to collaborate and prevent poor communication. If communication is the canter of a company, the team is the brain of the company as it helps the organization to develop and achieve its goal (Sung et al., 2013) Working together as a team can increase the grow in the workplace and create inter-professional team-based care. Effective team performance increases the growth of an organization because everyone with different personality, attitude, values, skills and culture. These characteristics of a team brings about growth and development in the organization; There are few things necessary while beings a part of the team, adapt to changes, interpersonal skills, sharing knowledge, safety and trust, credit sharing, responsibility clarity, mutual support, division of labour etc. (Baker et al., 2010).

Team work is very important because its improved productivity. The leaders must ensure that staff work together across professional boundaries to ensure productivity is achieved (West and Lyubovnikova, 2012; West, 2012

I need to improve this skill to have more information about cultural value and increase in team performance

helps the management at the top to look into the organizations as a whole and see how the organization can fit into a changing environment.

DECISION MAKING

Decision making is the ability of an individual to think creatively, analyse and understand difficult and abstract ideas is known as conceptual skill. It is very essential at every level in an organization to succeed therefore planning, focusing on goals and achievement is based on decision making, how it can be beneficial in the academic skills. For example, one of my key strengths as a student is to scheduling my tasks and put my studies as top priority over pleasurable things, in order to have effectively decision making, the individual ceases from procrastinating tasks that are not beneficially.

is important because, planning and organizing, are vital. In proper planning, one needs to perform or break the task into chunks' and by achieving this, a particular goal is met because of the suitable time frame, skills and resources.

I need this skill to set out priorities and see how it could be managed with appropriate planning, collecting, analysing and organizing, received information,

PROBLEM SOLVING

Is the ability to discover the cause of the problem and to get a solution. The capacity to think laterally, research, analyse and to evaluate particulars situation that arise. In problem- based learning, students may work individually or in groups; however, teams are often recommended to bring together various skills and foster collaboration (Duch, GROH, &Allen,2001). Because collaboration requires that team members be able to both appreciate individual differences and communicate with each other (Duch et al.,2001) however working collaboration others prove to effective problem solving in the university.

Problem solving is important in the university because it provides critical thinking and competitive edge. It helps the student to grow and identifying challenges to the problems and providing solution and tactfully resolving solutions.

I need this skill to identify challenges and problems that will arise in the university and to have the tactful resolving solutions.

LEADERSHIP

Leadership involves directing people to achieve specified tasks. Leaders are useful in the workplace because they ensure there is a supportive, respectful, fair, compassionate leadership. In order to strategize, they promote participation and involvement. They ensure that the staff are well cared for, encouraged and are kept in safe boundaries. They ensure there is division of labour and everyone understands his/her task and when the staff are done with their various assignments, they report back positively on their assignment. Leaders insist on been open to staff in relation to errors, serious incidents, complaints and problems and see their mistakes as an avenue for gaining knowledge.

Leadership is important in the workplace because they proactively address inappropriate attitude displayed by staff. They ensure staffs are trained with the necessary skills and well developed so as to be effective in their various jobs. They also encourage, motivate and vision of the team work and help create a strong sense of team identity.

Team leaders is important. they ensure that division of labour is practiced in order to make the work easier and faster, members are fully involved in appropriate decision making;

responsibility for decisions is shared to members accordingly; and there are grounded debates about how to provide and improve the organization.

I need to improve on this skill in order to lead a team in my workplace with effective performance and to demonstrate good effect when challenges arise.

The assignment has also explored my strengths, weaknesses, opportunities and threats. In order for me to identify my employability and academic skills I will use personal SWOT analyses to identify my weakness and how I can improve it.

Personal Development skills

To improve my personal development skill, I need to analyse my weakness which is fear. Fear has been a barrier that prevents me from becoming a Team Leader speaking out and making decisions to overcome my fears. I need to take a group class to build my confidence and leadership. I need to improve my reading skill, reading books can increase my knowledge and thinking, this can motivate me in groupwork and class rooms. Keeping journal can motivate me on my personal developed skills. Written in journal can increase my awareness, my thinking and decision making. Keeping journal will reflect me on things I need to remember and this can build my goals and improve me.

CONCLUSION

This assignment has discussed employability and academic skills needed in the workplace. The employers and subordinate can excel within the work place. The assignment focused on six key skills namely time management, decision making, problem solving, teamwork and leadership. The discussions in this assignment have shown the importance of possessing these skill sets and has also described their uses within the work place and university. These skills should be possessed by potential and existing employers and the subordinate not only empower them to be useful to their organizations, but also help them to be useful to themselves in their individual capacities.

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