

Academic and Employability Skills

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Module Number: BMSW4001

Module Topic: Academic and Employability Skills

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INTRODUCTION

The assignment is to highlight my academic and employability skills, how I apply these in my field of work and strategies in which I will embark on in order to improve myself making myself more marketable for the world of work and intern being essential to my current or future employer or should I venture out to become an entrepreneur how best these skills will guarantee the success of my business.

ACADEMIC SKILLS

Academic skills are those essential skills which are necessary for career readiness. Academic skills include of core skills, such academic writing,

a presentational skills and referencing, which underline more complex skills, such as critical thinking and reflective practice. Being able to apply these skills in practical situations allow me to utilize my academics within my workplace have also furthered my development in my field of work.

An efficient team and organization require an effective communication process. Communication is a linear process by which information is passed from one person to another through a medium. Communication can also be seen as a process between two or more people to share and exchange information to solve problems and come up with new ideas. Communication is very common in public spaces such as the workplace and schools. In these setting, communications is not just merely the transfer of information but it can be a creative process where the content is constructed and interpreted by the participants (Bergman et al, 2016). In organizations communication can flow vertically and horizontally in hierarchy, (Bergman et al, 2016). Vertical communication flow is the process of passing on information from the lower level to the upper level of hierarchy. This is very important mode of communication within the work place because it gives the employee who are on the lower level of hierarchy a chance to provide feedback, concerns, and even constructive criticism which can help in the decision making process of the organization. In many cases the concerns and criticism wont flow throw the vertical communication flow because of fear of being fired but many times it will go through the horizontal flow of communication. Horizontal

communication flow is the process of passing information between members of the same level of hierarchy. Horizontal communication can be more efficient than vertical communication since it is among people in the same environment as there is a sense of equality.

According to the article “Why communication is important for academic success”, communication is very important in the lives of students because non-verbal and verbal cues will better prepare them to develop and articulate their ideas, show empathy to others and effectively resolve a complicated situation, (Karekar, 2018).

Recruiters seek skills and experience with the same value as a degree. To overestimate your degree while placing less emphasis on your experience on the field that you gained along the way as a graduate this is the biggest mistake you can make. It would be advisable to think on a broad basis and emphasize your skills in the context of your previous achievements. Employers would rather see evidence of how you achieve your skills rather than just highlighting them.

Examples of my academic skills and how they benefit me in my working environment are; formal language, presentation skills, conversational skills, oral and written communication, critical thinking and adaptability skills.

I am a health care assistant and my routine while on the job is to ensure that the residences are properly taken care of. I work at nights therefore I have to take handover from the day staff. Hence, I have to be able to communicate well whether it is formal language, written or oral. These residence daily activities and progress have to be charted, meals medications, bowel activity, urine output, sleep pattern, behavioural patterns etc. All details have to be presented and written legibly.

While on the job I have to be able to adapt to any situation that may arise because we can be faced with life and death situations at times. Keen observation is necessary for e.g. I have to ensure that the skin of our residence are not broken because such conditions can eventually lead to pressure injuries and infections especially on the bony prominences.

EMPLOYABILITY SKILLS

Employability skills can be defined as skills which are essential to obtain employment, but also to advance within an establishment or organization with the aim of contributing to the progress of the organization and accomplishing self actualization.

Employability skills play a significant role in the effective performance in the work place. From an employer's perspective to be employable is

indicating that you have the skills along with personal quality that are needed in the workplace. These should enable you to acquire, keep and execute a job effectively to the benefit of both yourself and the employer. Once you have invested time and energy in improving non academic skills while attending university this can notably improve your employability upon graduation. Mercy V. Chaita (2016), Pg 6

The key skills necessary are; time management, teamwork, initiative and organizing, self management, learning and technology. How these skills aid me on the job is as follows:

When it comes to management of my time on the job, certain procedures and activities have to be done with the residence. Therefore, specific times are allotted and they have to be done within a specific time frame so that each resident's needs are met.

Being technologically inclined is also a part of my job as logging resident's information is necessary to be able view their records and help them accordingly. In my field of work, teamwork is also vital to the operating of a nursing home. Care assistants have to be working well with each other communicating and planning strategies. Communicating also entails listening and adhering to instructions set by superiors for the best possible outcome for each resident.

There is always an opportunity for learning on the job. There are sometimes resident with issues that you have never experienced before

Therefore, getting to understand these issues and learning all that you can by researching can only serve to improve your capabilities as a care assistant and that knowledge empowers me.

I believe that I am good at the problem solving aspect

Once I am equipped with the knowledge about such issue, it is factored into my work to facilitate what needs to be done in that particular situation.

PERSONAL SWOT ANALYSIS

After the employability skills that are needed by companies have been identified, I create a personal SWOT based analysis on self assessment and actual experience with the help of the internet.

STRENGTHS

I am willing to learn as well as a fast learner. I will put the time and effort to learn new skills and information.

I am good at self management. I manage my time well and I finish whatever needs to be finished quickly and effectively. I plan out what needs to be done in terms of time to get them done and their priority and organize them in a suitable manner to have them all finished at a specific time.

I believe that I am good in the problem solving aspect as once I am equipped with the knowledge about such issue, it is factored into my work to facilitate what needs to be done in that particular situation.

Demonstrating self reliance in building a broader skill base is the number one quality for increasing employability.

In my experience employees are impressed if you can prove that you have taken productive steps to understand what it takes to succeed in the work place and have sought opportunities to gain relevant experience.

WEAKNESSES

The technological skills I have can be considered as basic. There is a vast amount of improvement that needs to take place in that skill area.

The manipulation of technology to facilitate my needs regarding my profession and even my everyday situations which are not necessarily work related.

Initiative and enterprise improvements are also needed in this area my ability to act on things which are not necessarily in my job description and taking measures to implement and improve such things if needs be.

Opportunities

Research organization and sign up volunteer service at different organization over a one year period to gain experience I would also attend workshops to learn new things and also things related to my chosen

career gain information that will provide me with knowledge in business function and insight into the operating of successful organization.

Threats

With the current threat of covid-19 to the economy there may be a decrease in job opportunities. The back log of graduates with degrees seeking employment is in greater demand than a graduate with level 4 diploma certificate in business management.

Personal development plan

After I have completed the personal swat analyse based on my own situation I made a personal development plan.

Skills to be improved

Communication skills

Semester 1

Improve networking skills by being more sociable in attending functions and seminars

Pay attention to body language

Ensure that persons I am speaking to are engaged in the conversation.

Building vocabulary

Ensure that eye contact is maintained during conversation

Listen keenly before responding

Evaluate by basics of non verbal communication and ensure that it is perfected where necessary

Participate in activities organized by my university which will allow me to be acquainted with more persons outside my classroom.

Writing skills- read everyday write everyday

Target period: First Year

Initiative and enterprise skills

Initiative and enterprise are important skills to help develop new and better opportunities within my work. Being able to recognise a need to improve something is a valuable skill for making the work more productive. Being enterprising goes beyond regular effort; it means illustrating your eagerness to see your ideas into reality.

Identifying the need for a new opportunity or way of doing things can lead to a useful change in work practice. With the plan to find better solutions to regular habits, you can improve the way you work and have a more effective result.

- Become a Volunteer
- transform new ideas into action
- recognize opportunities not obvious to others
- adapt to new conditions
- develop a strategic, creative, long-term vision
- be creative
- generate a range of options
- initiate innovative solutions
- The plans to take my ideas and put them in to practice will propel me towards success
- Take measures to make my plans a reality
- Find ways of cultivating and being forth new ideas to reality

Technological skills

- Have a series of basic IT skills
- Apply IT as a management tool
- Use IT to organise information/data
- Be willing to learn new IT skills
- Be aware of the impact of technology on your field and ensure your skills are up to date

CONCLUSION

Based on research and information gathered there is no doubt of the importance of academic and employability skills to the working industry. The more skills an individual possess makes them a better candidate when seeking employment.

Academics are vital and it facilitates for communicational development. Prospective employers are seeking individuals that are multi-skilled and are able to adapt to any situation they are placed in. Being able to multitask is also a valuable asset to possess It shows that an employee is able to focus and will be effective towards tasks and production.

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