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Module code: BMSW4001_LON

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Academic and Employability Skills

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Introduction

This report is written to present records obtained through SWOT analysis, concerning academic and employability abilities. In this report the following skills are analysed: communication skills, leadership skill, time management skill and could underline principal advantages and disadvantages at the same time as presenting a few explanation.

Communication Skills

Communication skills are the power to send messages that are properly a completely received and understood by the audience. The term usually applies to someone's college of exchanging info effectively with another person or team, in an especially verbal or written manner. Communication is gift in nearly each activity of our lives. We regularly exchange concepts, opinions, necessities and feelings with people around us, not exclusively verbally however conjointly through devices like computers and smart mobile phones. In business, being a decent human is especially relevant. E-mails, phone calls, meetings, speeches, video conferences, displays and matched conversations area unit all other ways of communication.

The development and strengthening of communication skills is as a consequence a key attribute for many workers in these times to try and do their jobs a lot of successfully. It's not only regarding words and content as a result of different parts like visual communication and facial expressions conjointly participate within the method. Once the communication is written, graphics, tables and photos may adequately support explanations and concepts. Even the choice of the channel typically communicates however vital the message and therefore the audience are for the individual. (MyAccountingCourse, 2019).

Good communication is vital for any messages. Once information or concepts are successfully communicated, the receptors don't doubt the meaning or analysis.

When transmitting the message clearly, it's easier to induce the message across and make certain the audience understand what you are saying. For instance, if you're discussing a brand new project together with your staff, you would like to make sure they are aware of your directions and potential. Highlighting the key aspects, review them at the top of the meeting and give confidence to staff to raise any explanation if necessary.

Good communication might not always be sufficient to make yourself clear. Your situation, in addition to your target market and the timing of the message, can all affect this process.

Moreover, even an obviously delivered message doesn't avoid bad response. Being aware of emotional cues might not always get good turn. If you may study those cues, others can do it too. This can turn towards you whilst you're now not on top of things of your emotions. Losing your temper in any sort of negotiation places you in a disadvantageous situation.

Sometimes, being convincing isn't sufficient to make a point and attract clients. The body language, gestures and facial expressions can tell a completely unique story. (Biz Fluent, 2019).

It is very important to have this skill in order to transmit and understand information. Communication skill is good for understanding and also to be understood.

At workplace is vital to exchange information in a proper manner in order to achieve easier the daily tasks.

In universities is essential also in order to listen and understand lecturers for assignment or final exam.

Taking all this in consideration I assure myself that I have this skill, but need improvement on paying attention to others long speeches.

Leadership skill

Leadership skills are the strengths and abilities persons show that help to run development, manage scheme and guide their workers closer to the success of goals.

Leadership capabilities are a critical issue in positioning executives to make considerate choices approximately their organization's undertaking and goals, and well distribute sources to gain those information.

Helpful leadership skills contain the potential to entrust, encourage and speak efficiently. Another leadership characteristic includes integrity, confidence, dedication and originality. Plan how you want to move forward. It is vital for a character to set a purpose and objective for him and work hard towards achieving the same. Detailed planning suggests you the steps closer to realizing your desires at the workplace within a described time frame.

Set time limits for yourself and attempt difficult to complete tasks in advance of the closing dates.

Do now not await your superiors to ask you every time. Learn to take possession of work.

One person who can nice set the deadlines is you yourself. Ask yourself how tons time needs to be committed to a particular task and for how many days. Students hope for management guides or

for that count number any professional course need to price time to attain the pinnacle of success and live firmly entrenched at the top.

Planning helps a person to realize what all he wishes to do urgently and what all can be carried out a little later. To plan matters better, personnel ought to prepare a Task Plan in which he can jot down tasks towards the time slots assigned to every activity. High precedence activities need to come on pinnacle followed by the ones which do now not require instantaneous attention.

Planning enables you accomplish urgent and essential tasks way in advance of deadline. Plan as to how your day ought to appearance like. Develop the habit of the use of an organizer. It enables you plan things better. You also can use a table top calendar for the same. Individuals who adopt a planned technique finish off work on time in comparison to folks that just accept something which comes there manner. (Tech Target, 2007-2019)

One of the benefits of leadership is if leaders are capable to hand over responsibilities well, they can help raise worker efficiency. Good leaders are able to decide the strengths and weaknesses of different staff and hand over work in view of that. Well-organized distribution of effort can bring about advanced work productivity, which in the long run effects in better income and better profit. On the alternative hand, ineffective management can minimize productivity. For example, if a manager decides to carry out duties which are simple, and hand over difficult responsibility to employees, it may bring about sub leader efficiency. On the other hand, a leader who is aware of how to give work responsibilities which are perfect to each employee's abilities and aptitudes will regularly find that workers achieve those tasks greater efficiently.

One problem of leadership is that making sure that you're supplying your employees with the assets and guidance they need is not an efficient movement. Whilst spending time leading and training employees is important to ensure that they carry out their responsibilities well, managers do not honestly create products or services when performing as leaders. An entrepreneur who employs a few personnel may find that the time he spends performing leadership obligations cuts into the time he has to spend speaking with customers and making sales. In some examples, company owners deal with this obstacle of management by means of hiring supervisors to take care of some of these duties. The disadvantage, though, is that outstanding supervisors are expensive, that can affect a business's income. (Chron, 2019)

As mentioned above leadership skill is used more frequently at workplace. However, the strength of this skill is suitable for students as well. In universities when students are asked to build a team for different in class presentation or final exam presentation; leadership skill is used. When assigning a team, team members need to come at on common accord and chose a leader. So the leader can split responsibilities and make sure every member gets well with each other.

Time management skill

Time Management refers to dealing with time successfully so that the suitable time is allocated to the correct action. Successful time management permits people to give particular extra time to activities as in keeping with their significance. Time Management refers to making the best use of time as time is constantly restricted. Working without aims and objectives in a business might be just like a situation where you cannot meet the deadlines and get stuck with them. Set goals for yourself and ensure they are practical ones and

possible. Set closing dates for you and struggle tough to finish obligations in advance of deadlines. Do now not anticipate your superiors to ask you every time. Ask yourself how lots time needs to be committed to a selected assignment and for what number of days. Use a schedule to mark the important dates in opposition to the set time limits. Prioritize the responsibilities as in step with their significance and importance. Be acquainted with the difference between critical and vital work. Recognize which duties have to be executed inside a day, which all need to be carried out. Responsibilities which might be most critical need to be completed earlier. (Management Study Guide, 2019)

The advantages of having this skill is that a person knows when and how to do the right things. Being able to allow extra time for more important things is sign of good self control. One of the disadvantages would be that making a schedule of everyday task, and somehow you are not being able to follow one step, would actually be difficult. Because skipping and not paying attention on the daily schedule is making it hard and you reach at one point not knowing what task do first.

I strongly think that I manage my time in a proper manner so that I am not stuck with my deadlines behind and enjoying student life as well. One thing which I would like to improve about having this time management skill is that I would allow more time for rest.

In workplace time management is used when arranging meetings or conferences. Also, time management is about following the steps that need to be done on the daily job routine.

Student in university are using this skill when trying to split university life and personal life. Being aware of deadlines and success on the required assignments is making life easier. By this will give you more time for yourself and the things you enjoy doing.

Conclusion

This written report was evaluating the very following academic and employability skills: communication skills, leadership skill and time management skill. The report was analysed through SWOT analysis and giving extra interest where the stated skills are used in workplace and in universities.

References

1. My accounting Course, (2019) accessed on 31 December 2019, <<https://www.myaccountingcourse.com/accounting-dictionary/communication-skills>>
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3. Tech Target, (2007-2019), accessed on 31 December 2019, <<https://searchcio.techtarget.com/definition/leadership-skills>>
4. Chron, (2019), *Hearst Newspapers*, accessed on 31 December 2019, <<https://smallbusiness.chron.com/advantages-disadvantages-leadership-company-business-35547.html>>
5. MSG Management Study Guide, (2019), *Management Study Guide Ltd.*, accessed on 31 December 2019, <<https://www.managementstudyguide.com/time-management-tips-for-students.htm>>



Student Name: Alexander F. Cercei Student ID/Group: _____

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with your Task 1 (part of the Assignment for this module).

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

To be a great leader, you need to start by leading yourself

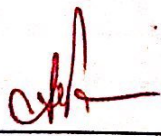
Most people go into top positions with good intentions, but those often crumble due to the demands — and perks — of the job. If you want to succeed, devote some time and energy to self-leadership, says consultant Lars Sudmann. Being a leader is a little like being a parent; beforehand, we have all these rosy visions of how we're going to do it, how incredible we're going to be, and how we'll sidestep the mistakes that we see other people make. But when it's our turn to assume the role, we find that reality doesn't match our expectations or imaginations. Sudmann, for example, believed that he would ace his first leadership role. Then, he held his first major staff meeting, an employee asked a question about the company's email signature, and the proceedings — and his command of them — completely fell apart.

After some months, Sudmann realized he was fighting against certain entrenched factors that keep all leaders from improving. Like many in the working world, leaders have too much to do and not enough time to do it; they don't clearly think through their priorities and strategies; and being in a position of power causes them to assume that the people beneath them will take care of a lot of problems.

Sudmann found a potential solution to these "classic leadership problems" in Marcus Aurelius, the Roman emperor and Stoic philosopher. Rather than spending his time trying to learn to rally and guide others, Marcus Aurelius focused a surprising amount of his energy on mastering self-leadership. Sudmann has found this orientation tremendously helpful. Below he breaks down three actions that go into self-leadership.

First of all, you need to be aware of your shortcomings; leaders need to know all of their biases, predilections and weaknesses. Another idea is to take 5-10 minutes every day to think about the challenges you've recently handled and the ones you'll soon face. While Marcus Aurelius was fond of reflecting in the evening, Sudmann likes doing this over morning coffee. Questions to pose include: "How did my leadership go yesterday? How would the leader I'd like to be have faced the challenges I faced? What about my challenges today? What could I do differently?" Write down your thoughts so you can refer back to them and learn from them.

Also, regulate your feelings; no matter how much preparation and reflection you put in, there will be employees, colleagues, clients and associates who anger, frustrate or annoy you. That's where the practice of "reframing" comes in; stopping and asking yourself ... on a scale from 1 to 10, how important is this issue right now? Then, give yourself a moment to think: "How would the leader I aspire to be handle this situation?" The answer will come to you.

Lecturer's signature: 

Date: 9/12/2019

Ex.2

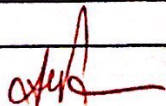
Re-read the text 'To be a great leader, you need to start by leading yourself' on the previous page. Summarise main ideas from the text in your own words. Write about 175 words.

- in order to succeed, you need to invest time and energy into self-leadership
 - Due to high demand in the world, leaders are placed with too much to do in a very short time, therefore they forget to ~~strategic~~ strategise and prioritise things.
 - A position in power means people assume that the people beneath them will take care of a lot of problems.
 - Self-leadership has 3 actions:
 - Be aware of short comings
 - Take 5-10 minutes a day and think about the challenges
 - Regulate your feelings from a scale to 1-10, it's so important. Then give yourself a moment to think "How would the leader I aspire to be handle this situation?"
- don't copy word for word*

Lecturer's comments:

Some good ideas but you have to include all main ideas.

Lecturer's signature:



Date: *9/12/2019*

Ex.2. Complete the blanks in such a way that the meaning of the second sentence is as close to the original sentence as possible, using the word in brackets where given. Pay attention to grammar and make sure what you write matches what is already given.

1) There will be a few changes around in the office. (announce)

The boss announced that the thing will be swapped ^{around} in the office. X

2) He doesn't write to me as frequently as I wanted.

I wish he speaks to me more often. Y

3) We were concerned about her health.

We had some is X

4) You weren't careful, so you made so many mistakes. (had)

If _____ so many mistakes. X

5) The council cut funding so we could not provide free parking.

Because of the money that council can't provide, we could not make ^{parkings} X

6) His proposal was a failure as it was too theoretical. (relied)

His proposal relied to X

7) It was Mary who stole money.

He accused Mary that he took his money ^{without} letting him know. X

8) He seems well-educated. However, he's not very bright. (although)

He looks well-grown. Although he is not smart X

9) Universities place the burden of understanding plagiarism and attribution conventions on students.

The responsibility for _____ X

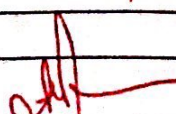
10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third)

_____ X

Lecturer's comments:

you need to focus more on
improving your paraphrasing skill & grammar.

Lecturer's signature:



Date:

11/11/2019

Student Name: Alexandru F. Cercei

Student ID: 190989894

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1 Write a paraphrase of the following passage.

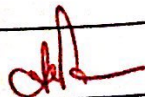
Chocolate has always been considered an affordable little luxury, associated with romance and celebrations. Therefore in 2001, revelations that the production of cocoa in Ivory Coast involved child slave labour deeply shocked chocolate companies, consumers and governments alike. The USA passed legislation mandating that standards be created to permit companies who could prove that their chocolate was produced without forced labour to label their chocolate "slave-labour free." The chocolate industry agreed to an international protocol that would give chocolate producers four years to limit abusive practices.

Chocolate was ^{vt} always good for gifts to the loved persons or for their events. Eighteen years ago, the company of the cocoa in Ivory Coast introduced slave kids to help them out. The United States wanted all the chocolate companies to show them that their chocolate was made without forcing the workers without treating them as slaves.

Lecturer's comments:

The paraphrased text is not very similar with the original one. Good try though.

Lecturer's signature: _____



Date: _____

11/11/2019