

Academic and Employability Skills

Assignment 2

Module number: BMSW 4001

Student name: Victoria Fantodji

Student number: 2024740

Tutor's name: Lloyd Beharry

Table contended

GIBBS' REFLECTION MODEL	2
DESCRIPTION	2
FEELINGS	3
ANALYSIS	3
EVALUATION	4
CONCLUSION	5
ACTION PLAN	6
CONCLUSION	7
REFERENCES	8

INTRODUCTION

In the present job market, employers are seeking for prospective employees and fresh graduate that would be able to fit into their organization and become a valuable asset to the success of the organization without long delay. Therefore, employers look out for individuals that are equipped with the necessary academic and employability skills which will enable the new employed graduate to easily adapt and perform admirably to the levels in the organization. According to (Rehman, 2014), employability is the set of achievements, skills, understandings and personal attributes that make graduates more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and economy. This means that employability is the essential skills that would enable graduates to be gainfully employed into an organization and also the competence to survive in the work situation. That is these skills are necessary for getting and protecting the individual's employment status. The skills are also important to the employers who seek the individuals with employability skills in hand, thereby reducing the organizational expenses on trainings and recruitment process.

This work would analyze the different academic and employability skills that have being covered during this module like time management, academic writing, paraphrasing, summarizing, referencing, reflection, CV writing, cover letter writing, public speaking and giving presentations and online learning experience. The work would use the Gibbs' reflective analysis to evaluate the selected topics that have and would be beneficial to the employability of the student.

Selected topics that would be analyzed are time management, academic writing, CV writing and public speaking and giving presentations.

GIBBS' REFLECTION MODEL

The Gibb's reflective cycle was developed by Gibbs in order to encourage learners to think systematically about the different phases of an activity or experience and this process of reflection was seen as a cyclical pattern of behavior where the outcome of the previous reflection informs or corrects future actions (Wain, 2017). The Gibbs' reflective cycle is made up of six different elements and the topics would be evaluated using the elements.

DESCRIPTION

Time management is an essential skill that employers expect their prospective employees to be equipped with before entering the organization because in the work environment; Time is money and it is a limited resource that is required to be utilized efficiently. Lake in (1973) in (Odumeru, 2013) described time management as the process that involves determinacy of needs, setting goals to achieve the needs, prioritizing and planning the tasks required to achieve these goals. Simply put, time management is the behaviors that are aimed to achieving an efficient and effective use of time. Properly planning the activities and task of the day would ensure the efficient use of the time and I have not been able to achieve most of my tasks due to poor planning and reluctance. This module has enabled me to see areas that have caused the inefficiency in order to effectively plan and implement activities.

Academic writing topic has shown me different ways I could improve my essay, report and article writing skills. This type of writing differs from the journalistic or creative writings because academic writing enables the writer to appeal to logic and provide reasonable evidence to support the argument from an intellectual position (Fitzmaurice & O'Farrell, n.d.). In the past, I have always written an academic works just like a descriptive piece with any in-depth criticism of the general idea and the proper use of references. Academic writing topic has enabled me to understand the effective way of building and constructing sentences without mixing up the main ideas.

The CV writing topic was beneficial because I was able to reproduce a better CV that would highlight prominent and essential skills that are required by employers. The Curriculum Vitae is basically an overview of the important skills and accomplishments in the life of an individual that is peruse over by prospective employers and human resource representatives in order to ascertain the compatibility of the individual with their organization. Therefore the topic provided more depth in my CV writing skills and I was able to emphasize on the most important skills required by particular hiring organization through creating my personal brand that would effectively promote my attributes, skills and knowledge.

Public speaking and presentation is one of my weaknesses because I always seem to lose my train of thoughts immediately when standing in front colleagues or strangers. This skill is very important to my future profession that would involve sharing ideas with teams of professionals and giving public speeches. According to (Novakovic & Teodosijevic, 2017), they described public speaking as the aspect of the individual addressing to the group or individual listener either live or via electronic means of communication which aims to achieve a specific goal or to give a certain image of themselves through various techniques of influence, information and entertainment. This means that public speaking could be any form of speaking that could be convened via live or electronically and could involve a group or individual audience. The topic of public speaking and presentation enabled me to overcome my shyness and crowd fear and I was able to audibly present my ideas by understanding the different ways of reading the audience and capturing their attentions.

FEELINGS

Before the module, I always thought I knew how to effectively manage my time and plan my daily task properly. Usually when I was not able to fulfill a task, I would make up an excuse for the reason without taking the blame for the failure despite the personal detrimental effect. Also both an academic and CV writing were very poor because I always lose the plot of the sentence and I could structure the paragraphs in the way the message would be properly convened to the reader. I always felt most HR reps did not like my physical looks and personality when I give them my CV for any job vacancy because I hardly get a positive feedback after submission. During presentation with groups, I seem to stammer and forget my words and this drew laughter from the audience which was very demeaning. But since the start of this module, I have been feeling positive about my writings, time management and speaking abilities because the taught topics have enabled me to examine different areas that were poor and improve on them.

ANALYSIS

I was able to improve my time management skills during the module because I was able to identify and plan my tasks of the day based on my peak performance period. Understanding peak performance period ensured that most important and difficult tasks were planned around the time

and this led to high success rates. Lessons such as time management, daily-to-do lists, weekly-to-do lists and setting SMART goals were also beneficial because I learnt how to effectively draw up task and structure the days in order to meet up with deadlines and maximize my abilities.

Academic writing was an important topic because it helped me in my course works and assignments by understanding ways of writing paragraphs and essays with the right referencing style. Without the proper use of referencing in any academic work, research and journals would be plagiarized and unpublished. The topic of paragraph structure and sentence development ensured that I was able to improve my critical analysis of the read or published works in order to provide proper arguments that would better inform the reader.

CV writing is an essential topic that would enable me to understand the thought processes of HR representatives of organizations and the most important qualities and characteristics that would place me on good stead in seeking employment. Through CV writing, I understood that personal statements are meant to be brief and precise by ensuring important details are provided within every paragraph in the CV without surpassing three lines. During the topic, I found out that the importance of creating CVs that are precisely written for the particular organization and the importance of carrying out proper research of the prospective organization in order to be well-informed of the essential details that are needed in the CV.

Public speaking and PowerPoint presentation was comprised with lessons such as pre-talk preparation, handouts, opening, speaking, body language, questions, lengths, behavior and conclusion. These topics were meant to enable me to speak with authority and clarity in front of any audience without fear or stage fright and ensure that I would be able to speak eloquently in order for the message not to be lost in transmission. In public speaking and PowerPoint presentation, the opening is an important aspect as it is the period in which the audience's attention could be lost or attracted completely. Therefore, the opening is meant to be catchy and brief in stating the problem or topic that is been presented.

EVALUATION

There was a general improvement in the various employability skills that I learnt during this module because I was able to develop and structure my academic works with properly constructed sentences and paragraphs. I was able to see my previous mistakes especially on implementation of references.

The time management session enabled me to plan and actualize my daily and weekly-to-do lists and there were noticeable improvement in my daily productivity because I was able to draw up my plans and schedules on my high performance periods. I have not been generally efficient in all aspects because I still miss out on some assignments and appointments due to procrastination and laziness but with continuous practice, improvement would continue.

CV writing is an important skill because I would be able to advertise my skill and qualities to prospective employers. I am now able to carry out proper research of hiring organizations and

firms in order to structure my CV based on their individual requirements. Important facts and skills were highlighted in order to show their relevance. I have been able to secure interviews after submitting CVs but in the past I hardly get a call back.

My public speaking ability is still developing but I have improved a lot on my PowerPoint slides. My speaking ability still needs continuous practice because I am incoherent and inaudible during presentations. I have joined some public speaking classes in order to continuously practice the act especially in front of strangers. PowerPoint slides have become clearer and readable because I made use of the proper font sizes and colors.

CONCLUSION

There are noticeable improvements on most of the employability skills especially my CV and academic writings. The module has enabled me to evaluate my past behavior towards time management and modifications were made in order to be more productive in utilization of the available resources and tasks. Continuous practice would ensure that the skills will be practiced unconsciously and more prominent in my day to day activities. I am confident that I would be able to secure a job in my choice profession and perform admirably because I possess the skills that are necessary for employment.

ACTION PLAN

SKILLS	IMPORTANCE	PLAN	RESOURCES	REVIEW DATE
Time management	Efficient use of the available time and planning of the daily, weekly and monthly task.	Continuous practice Effective planning To-do list	Personal schedules Books Lectures Videos on time management	30 days
Academic writing	Readable and published academic works without plagiarism	Continuous practice with reading and writing of academic works such as dissertations, journals and projects	E-journals Books Lecture notes	4 months
CV writing	Clear presentation of my qualification and skills to prospective employers	Continuous practice Research on employment sites	Online CVs Lecture notes Recruitment websites	4 months

Public speaking and PowerPoint presentation	To eloquently share information and educate customers	Continuous practice Speaking groups Tedtalk videos	Tedtalks YouTube Lecture notes	12 months
---	--	---	--------------------------------------	-----------

CONCLUSION

In conclusion, I was able to reflect on the module and describe properly using Gibbs' reflective model to analytically reproduce the different topics learnt. I was able to apply the topics in the work because I ensured that I maintain a proper structure for the sentences and they were built around a main idea. The module has enabled me to be ready for the job market because I would be able to show the basic skills that employers demand.

REFERENCES

Fitzmaurice, M. & O'Farrell, C., n.d. Developing Your Academic Writing Skills: A Handbook. *Academic Practice and eLearning Trinity College Dublin*.

Novakovic, N. & Teodosijevic, B., 2017. Basics of Public Speaking. *Bizinfo Blace*, 8(2), pp.33-46.

Odumeru, J.A., 2013. Effective Time Management. *Singapore Journal of Business Economics and Management Studies*.

Rehman, S., 2014. Employability Skills: The Need of the Graduates and the Employer. *Faculty of Management and Research*.

Wain, A., 2017. Learning Through Reflection. *British Journal of Midwifery*.