

University of Wales Trinity Saint David

Academic and Employability skills
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Introduction

This report is based on the analysis of the employability skills that improve the overall business management in different aspects. Employability is one of the important aspects that manages the overall process in a different manner. The overall employability skills get improved by using the various aspects of learning. The various skills of employability will be discussed in the report. Employability skills are too important for the overall process. Employability skills can be defined as the transferable skills needed by an individual to make them employable. The skills of the employee are important and it improves the good technical understanding and subject knowledge. The various skills used in employability and it develops the employee skills and improves the overall process of the employment. The various skills like communication, technology, problem-solving, and collaboration are used to make effective employment and it affects the overall process of the business. In this report, I have discussed several employability skills that enhance me in the process of doing various activities. The various aspects are included in the employability skills in this various process.

Task 1

The academic and employability skills help a person to grow and increases communication. These skills also develop the personality of an individual. The academic skills help the individual in developing research skills and developing academic skills. The academic skills also develop the potential of a person so that they can perform the activities and obtain desired results. This skill is more effective to analyze the performance and helps in focusing on the target. The university provides related courses ad skills which are to be used for future perspective for a student. Few academic skills are taught in classrooms which benefits the students.

These **academic skills** are:

Academic discourse: These abilities for collaborative successfully in discussions, negotiations, demonstrations along with arguments. The response is provided with respect to ask questions and provide a response to these questions. It also tests the active listening skills with respect to academic skills. Moreover, feedback is also provided after the activity.

Academic text strategy: It helps in analyzing the academic text in detail description. This provides information in reading and understanding various lines from the book. With the help of short stories, pictures, and videos along with text, understanding is developed among students.

Academic strategy: Preparing notes for academic writing. This improves skills by making notes and short videos. Small groups are also formed so that the notes can be made and understanding can be maintained. The notes can be summarized for deep understanding.

Composition: The skills are developed for effective academic writing to be more relevant and appropriate. Some of the arguments are made with respect to different topics. This discussion helps in working on increasing knowledge and finding more information about the topic.

Comprehension: Various topics are to be searched for writing. This writing is done with the help of some references, providing pieces of evidence and proof. These pieces of evidence help in knowing about the origin of the answers and resources are used to support them.

Managing Skill

In achieving the desired outcomes, it is required to manage the silks in an effective manner.

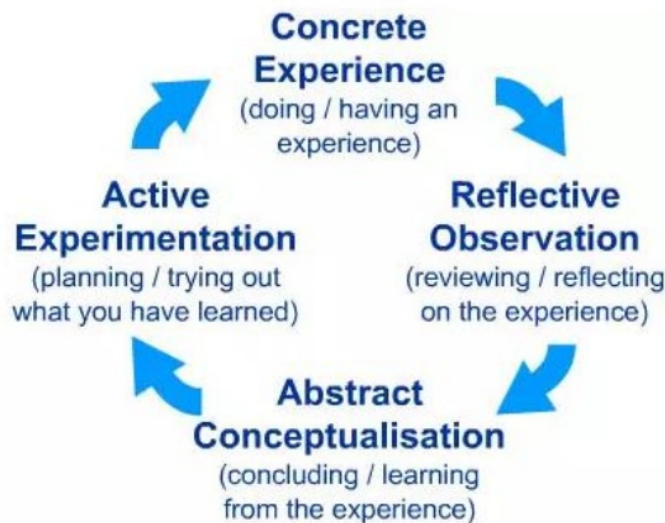
There are various measures that can be taken in order to manage the academic and professional skills in an effective manner.

Key	Description
Define	This key defines that I should define all the goals in short-term and long-term goals. This will help me to analyze the effectiveness of my goals and will help me to identify particular solutions to achieve all the steps towards the goal.
Don't twinge	This key defines that I should not be disappointed through the failures in the goals as failures provides a deep insight into the goal and helped to identify a proper and guided path for the goals.
Attempt	This key defines that I should start focusing in attempt to rectify all the faults that have been made in the past while achieving the goals
Set	This key defines that I should identify the set of priority my task to make all the short term and long term goals sorted in an effective manner.
Make	This key defines that I should prepare an effective strategy to manage all the tasks and

my skills in order to achieve the desired goals.

These are the point that I should follow in order to manage the skills that I require to achieve my goals and effectively implement them into the tasks to achieve my goals. All my skills have to be used consistently to identify all the activities and tasks for the desired goal.

Kolb's Reflective Cycle



⁵
(Figure: Kolb's Learning Styles)

(Source: McLeod, 2017)

Kolb's reflective learning cycle provides various phases in achieving the learning goals. These goals provide a various stage in order to attain and acquire the desired skills:

1. Concrete Experience:

This stage provides the occurrence of new experiences in the learning cycle. This is the initial stage for learning any new skills. This phase provides the idea of skill that will be achieved at the completion of the learning cycle.

2. Reflective Observation:

This stage provides a reflection of new experiences in the learning cycle. This review all the new experience in the learning cycle and provide the associated task in order to carry forward to the next stage of the learning cycle.

3. Abstract Conceptualization:

¹ This stage of the learning cycle provides the completion of learning the skill. This provides the expertise of new skills that can be worked out ¹³ in the further stage of the learning cycle.

⁹ 4. Active Experimentation:

This stage of the learning cycle provides the experimenting the new skill to the tasks that are required to achieve the desired goals. These skills can be of any form and type depends upon the situation or time the learning cycle start. These are the impressive stages to learn a new stage.

⁷ Few employability skills that support me in working at the workplace are:

1. Communication and interpersonal skills

2. Problem-solving skills

3. Taking initiative

4. Self-motivated

5. Organizational skills

¹² 6. Teamwork

7. Ability to learn and adapt things easily

8. Negotiation skills

9. Working under pressure and working on deadlines.

Critical analyses

Nowadays, for better performance and success in every field, there is a requirement of academic skills and employability skills which is mostly asked by every educator and the professional managers while accepting for the organization. Academic skills are very necessary for the life of a student as they not only build the base for their other skills but also creates a path to their future goals. Academic skills help in making a student more concentrated on academic importance and the value of learning during his education period. These academic skills also give motivation to the students to learn about so many things ³ at the time of studying. Academic ³ skills which are also known as study skills keep the students on track and they don't fall behind in the course duration. They can use time management strategies and conversational skills to build behavior in a student which makes him ready to face the upcoming challenges ² in his life. Writing skills, taking notes, and doing research are also part of academic skills that need to be developed by a student when studying in any educational institution.

Along with all these things, the most important thing of ² academic skills is that it helps in building employability skills which are going to help the student to enter in professional life and work as an employee in a reputed organization. Employability skills are built by the foundation of academic skills, which is required more than any degree or experience by many organizations (Skills you need, 2020). Along with all these positive outcomes, the academic skills have some negative points too. Some of the students get so much involved in building academic skills such that they forget about many other important things in life.

They start keeping them away from society and they become less social in life which is not good for the student as it is required for employability skills that students should have good communication skills. They should have better interpersonal skills and team working skills such that they can interact with people in the company and can behave with every employee so that its aim and goals can be achieved. The solution to problems can be achieved by having strong academic skills but the method to deliver this solution requires soft skills and these skills cannot be built by focusing only on academic skills.

The lack of academic skills can lead to failure in the exams of the academic session or even the student can get depressed by not getting the desired outcome even when trying so hard (Morsy & Rothstein, 2015). Some of the students lack academic skills because they become so much

social that they forget about their course they are studying in the institute. Employability skills like leadership, self-management, problem-solving skills, and many more can create so a large number of opportunities for getting employment in companies (Bolling, 2020). These employability skills can make a student so much capable that he can do many tasks and work for the company and these types of students are so much demanded by the company management.

My Findings

From the above analysis, it is clear that the academic skills and employability skills are the major part of a student's life. These skills are interdependent on each other and they are incomplete without each other in a student as without academic skills, the employability skills are not completely built. I also found that there should be a proper balance between academic skills and social skills such that the one cannot distance itself from other people because of focusing only on academic skills. Learning is a continuous process in everyone's life and every person learns something from the experience, training, and academic knowledge. Employability skills are also based on the continuous learning process as it depends on how capable is a person for adopting new changes and things in an organization. Academic skills can make you more skilled in academic life but in professional and real life, there is also the requirement of employability skills. Employability skills can help you in getting much employment in many companies as it makes you capable of performing many tasks like team working, problem-solving, learning about the use of new technologies, communicating with others, delivering ideas, and leading a team.

Task 2

Reflection the ⁸Employability Skills

Define ³Employability skills

Employability skills ³defined as the transferable skills that make them employable. Good technical understanding and subject knowledge and improve the overall skills of an employee. The employability skills improve the employees and help them getting along with working well with other people like it improves the communication skills and various other interpersonal skills. This also improves interpersonal skills. This makes the process reliable and dependable and increases the overall aspects. These include a set of skills and behaviors for the overall betterment of the business. I have many skills that help me in getting achievements in employment.

¹I have certain employability skills that help me in enhancing my skills and knowledge while working at the company. ¹my communication skills are very effective which helps me in communicating with the other employees effectively (Jackson, 2015). I have good coordination with the other employees and staff due to my effective skills as it helps me in making the good relation with them. I have many skills like problem-solving also so if any dispute also arises between the employees then I respond to the things easily.

I know very effectively how to use the technology which helps me in making the superior in the working place. I solve the problems in the company by analyzing the facts and figures of the problems. I have the capability to take the challenges in the company effectively as I don't get offended at the risk. I know finance also so I know how to manage the data and numbers effectively.

⁶I have good communication skills which help in taking the meetings and conferences too. While talking to any employees I usually get to attract them with my effective communication skills. My skills are that much effective that if I talk to the people they are usually get influenced by my lectures and get started working the way I wanted. I am not only a good communicator but also a good listener which helps me in evaluating the perspective of the other person too. I not only always put my opinion first but also take the other opinion into consideration and make the decisions by listening effectively.

I know several languages to speak which is the major benefit as I can talk and communicate with the people in any languages so it helps me in making a good organizational culture in the company (Collet, et al., 2015). I never act in a negative way as my vibes are positive. I have adaptive nature where I use to get connected with every person which I have evaluated from other colleagues. They used to tell me that I am very friendly and talkative which helps in making the good relation and adjusting at any place and with any person.

The business process is changing these days quickly so to adapt those changes are necessary. I have seen that there are many employees in the company who creates the issues for the change but I always adapt to the changes in a positive manner as the changes are made for the growth of the company and for our personal improvement. The competition in the market has increased so the company requires changing the technologies and the structure of the company.

I also have a willingness to learn new things. I also adapt to the changes as I always want to learn new things for the betterment of mine (Ito and Kawazoe, 2015). I am opening minded so I never make any discrimination and partial with the other employees. I have a good attitude towards the people which helps me in being the good employee of the company.

I have certain bad skills also as the employees which were evaluated by me through the other employees (Ju, et al., 2012). I have a good attitude towards the people but sometimes I overreact and get rude on the small talks. My temper is very high so people sometimes get scared in the working place that I may not hurt them. I am aggressive when something wrong happens and that time, I even lose my own patience which results in declining my own performance (Omar, et al., 2012). I also collaborate with people easily but as I am an extrovert so I am very much talkative which creates a nuisance at the working place. Even when there is a meeting happens, I used to talk in between that too.

I know very well how to manage the things effectively so I also use to manage the resource of the company in an appropriate manner (Ismail and Mohammed, 2015). I have a good understanding of the technical terms so I know very well how to operate the technology and the other things in an effective manner. I have the skills of good teamwork so I have the leadership skills which help me in coordination and operating with each other.

I know how to plan things effectively so I know the coordination and integration of things. When any uncertainty in the company arises then I used to respond to them effectively with the appropriate plans. I always have some backup in my mind which helps in organizing things

effectively (Andrews and Russell, 2012). I know self-management very well so I don't need the other person who gives me guidance and direction regarding the work as I cooperate with things by myself in the appropriate manner. I am very productive in terms of working and making a good relationship with others.

It was evaluated by me with my colleagues that I am good with the numeric digits and it helps me in working in an effective manner. I have critical thinking skills so I can easily solve many problems but at the same time sometimes get lose my moral if my work done by me is not get appreciated by the senior authorities. If my work does not get the appraisal in the company then I get demotivation and it affects the performance of my work.

I am not that much trained in comparison to other employees but still, my performance abilities are that much effective that it makes me unique and attractive with the others. I am very able to take my responsibilities in the company in an effective manner so senior authorities are very much impressed with me and help in upgrading the things (Jackling and Natoli, 2015). I think I am good at employees with many skills and abilities. I am not only a good communicator but also a good listener which helps me in evaluating the perspective of the other person too. I not only always put my opinion first bit also take the other opinion into consideration and make the decisions by listening to the effect.

I will use the collaboration employability skill in my business as it helps me in achieving business targets and goals. Collaboration is a technique of working together with different people. I will get many benefits of working along with people of different backgrounds, religions many more (Rosenberg, et al., 2012). It will help me build good relationships with the other team members. The collaboration I will get to identify the weaknesses and strengths of the other team members so that I can provide them the tasks according to their capabilities (Kalfa and Taksa, 2015).

I will also get help in resolving the issues of conflicts and problems with other team members. I will also use other skills of employability like Time Management and Personality Traits. To improve my employability skills, I will look for various traits in my character and if not present I will try to build them in my character like confidence, creativity, professionalism, and transparency, etc. I will try to do my work effectively by doing time management. This is the most significant skill of employability as if time management is not good and it will create an imbalance in my life and will create problems in my personal and professional life. It is related

to resource management also, where resources play a very important role in things like time, efforts, etc.

I will use different ways to improve my employability skills by doing more and more practice. I will continuously improve them by practice. On a daily basis, I will try to improve them. I will always be ready to help my co-workers and help them when they are in need. I will never give up and try my best to resolve their problems. I will also ask the employees about the ways and steps they followed to solve any problem, they faced during the tasks.

I will try to manage my work more effectively by preparing a time table. I will identify my distractions that occurred during my working process and will try to minimize them by taking necessary steps. I will use the ways to improve various employability skills provided by the government (Messum, et al., 2015). To improve my other skills related to employability I will go through the YouTube videos and will have a look at other social media platforms where improvements are provided. For good employability skills, I will take care of myself first as good health is important for more productive work (Cavanagh, et al., 2015).

For this, I will go for morning walks, take a healthy diet, and will sleep well. For better teamwork, I'll try to be an active member and will try to develop good leadership skills. I will give employees the chance to speak about their problems. I will use different apps to increase and improve productivity and will also recommend these apps to my team members.

Conclusion

From the above reflective report, I have analyzed various skills of employment that help me in getting the growth of the business and increases the overall employment in a better way. This makes the process reliable and dependable and increases the overall aspects. These include a set of skills and behaviors for the overall betterment of the business. I have many skills that help me in getting achievements in employment. I know very effectively how to use the technology which helps me in making the superior in the working place. I solve the problems in the company by analyzing the facts and figures of the problems. I have the capability to take the challenges in the company effectively as I don't get offended by the risk. I know finance also so I know how to manage the data and numbers effectively.

The business process is changing these days quickly so to adapt those changes are necessary. I have seen that there are many employees in the company who creates the issues for the change but I always adapt to the changes in a positive manner as the changes are made for the growth of the company and for our personal improvement. The competition in the market has increased so the company requires changing the technologies and the structure of the company. I have a good attitude towards the people which helps me in being the good employee of the company.

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