

Academic and Employability Skills- Asmina Izabela Covaci (2122494) March 2022

Component 1 -2000 words.

This essay was requested by one of my lecturer,(Melanie Squire) at University of Wales Trinity Saint Davids . Skills for the work place.

THE purpose of this essay is to check the understanding and knowledge of the Academic and Employability Skills

For the purpose of this essay I will use my knowledge of understanding of what I learned by assessing the online lecture,and the materials provided by the Moodle of our lecturer.

The first week of my lecture it was about swot analysis and helped me a lot to understand what are my strengths, weakness, opportunities and threads.

According to Peter Knight &Manta Yorker ,online (2019),

"A set of achievements, understandings,and personal attributes that make individual more easy to gain employment and success in their personal career"

By knowing my SWOTs,I can develop my knowledge about that analys.

My Strengths are:curiosity (curiosity to try new things,new ways and discover the knowledge of the skills)

Enthusiasm,patience

My weakness are :I can't say "no" to someone,

Shy to ask for help,

And lack confidence

My opportunities are learning online lecture, development of the skills,internet connection,good lecturers,and in my case I got good colleagues that are always there to help .

The first week lecture helped me to know my self better, work on my weakness and focus on my strengths.

I'm pretty proud of myself because I discovered the SWOT analysis because it helped me apply it on my own personal life

I discovered my weakness and with the help of my lecturers I started saying no in specially when I'm busy and focused on something else ,I got more confidence by asking more question,asking for help,more informations and arranging a 1:1 meeting with my prof.career development.

It's a great opportunity for me to be able to attend the online lectures ,by my attendance and focusing I can finish my online lectures,passing my assessments ,I can get a professional job in business managing

Johari Window-is a technical model by Joseph Luft and Harrington Ingham for understanding conscious and unconscious favourite that can help increase self awareness and abilities in team work

It's 4 basic model is

Open area,

Uphidden area,

blind area ,

and unknown area .

The model it's developed to understand your individual self-awareness your relationship with yourself and other people and improve the group setting and individual and team performance.

Johari Window help us understand the importance of the feedback whatever if it's team, group or individual work

SMART goals are a helpful way to build up the Carrer you want and the objective you choose by setting a clear roadmap by achieving the intended target ,and helps guide goal setting

My SMART goal is

S I want to pass my assessment (for one of my lecturer, Melanie Squire)component 1 2000 word and submit it by Friday 4th of March 15:00

M I will write 500 words a day in four days so I can have enough time to check all the details of my assessment

A I will send a draft of my assessment to my lecturer and I will ask for a feedback

R I will use my knowledge of what I learned during my online lectures so far.

T I will submit my assessment before the deadline (4th March 15:00).

## Personal Developing Plan

I will develop my personal career by

Finishing my studies and giving my best to pass my exams, assessment, presentation etc.

My personal Developing skills are oral and written communication skills ,and I also want to increase my professional vocabulary.

I will watch how peoples react in presentations, I will speak in the front of family and friends ,I will ask for feedback,and I will write emails and watch critical writing ,I will read more books in public so I can't get rid of my lack confidence

I will improve my communication skills by presenting my work in the front of my colleagues and lecturer, I will ask more questions during the online lectures,and I will make more observations.

I'm looking forward to finish my courses and to enjoy my time in studying ,

so I will get a professional job in managing,for a better salary,and in future, to open a family business.

## My learning results

As I mentioned before,by having the opportunity to learn the online courses in University of Wales Trinity Saint Davids,

I can develop my skills.

The results of my learning are that I discovered my weakness and my strengths ,I got more confident ,I faced time challenges,and I developed some of my vocabulary skills but obviously I still need to work on them.

By attending my online courses,asking more questions and making observations,I could understand the importance of the skills.

By the group work(discussing the subjects in room brakes with my colleagues),the assessments and essay uploaded before the deadline I learned how to face time challenges,I discovered my strengths and worked on my weakness.

The SMART acronym helped me to set up my own goal.

The videos and panoptos provided by our lecturers helped me to open up my imagination and understad each model.

After finishing the lecture,on my free time,I go back on Moodle and concentrate on subjects.

## Conclusion

From the first week to this week of Academic and Employability Skills,I learned methods to face and solve problems ,to take conclusion of what's the best way and result of the situations.

The Johari Window helped me understand the relationship to the group and myself,and also the importance of the feedback because before this online I didn't really care about the others opinions.