

ACADEMIC AND EMPLOYABILITY SKILL

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Table of Contents

SECTIONN 1: INTRODUCTION	3
SECTION 2: Time management skills	3
SECTION 3: Problem solving skills	3
SECTION 4: Team Working Skills	4
SECTION 5: Communication Skills	5
SECTION 6: Presentation Skills	5
SECTIONTION 7: Leadship Skills	6
CONCLUSION.....	6
References	7

SECTIONN 1: INTRODUCTION

This is a report on academic and employment skills which we need to achieve our goals in life. If one does not have the necessary skills needed either academically or employability wise, the positive end productivity expected will not be achieved. There are several types of skills which we will be looking into. Types of skills: Time management skills, Problem solving skills, Team-working skills, Communication skills, Presentation skills and Leading skills.

SECTION 2: Time management skills

Time management is an ability to use your time very well and effectively. It can also be an act of doing things that are most important and not according to urgency. In employment you must try not to be an irresponsible staff by coming late to a meeting or not meeting date by which task should be completed.

Academically time need to be considered because there are so many things to be done like attending classes, reading, writing tests, presentations and thinking about other subjects in the course.

It is also good to have a good time management at work to meet up the customers demand and the employer goals. (Morgan, 2017), James and Jacquelyn (2003). Time prioritisation is important to achieve one's goals. There are different types of methods that can be use for time management (1) The 80/20 rule methods which state or teaches us to do at least two important task that will account to 80% of our job first and then the rest. This multiply productivity daily. (2) The Eisenhower method which teaches us to write to do list of things that need to be done according to importance and not urgency.

I have tried my best to work on my time and this keeps me focused, it enhanced my vision, discipline, control, balanced and fewer crises. It is wise to keep a day to day list to work on and this gives extra time to other things or unexpected event in case of employment purpose https://www.mindtools.com/pages/article/newHTE_00.htm, (www.BrianTracy.com), Morgan. P (2017) Pg.50,52.

SECTION 3: Problem solving skills

Problem solving skill is process of solving problem within a designated time and effectiveness. It can be an act of detecting problem (old or new) and solving it. Internal and external problem can occur in any organisation but the knowledge to make it things of the past is called problem solving. Anyone that can solve problems in an organisation is well recognised in the organisation. There are several causes of problem and the solution to it are also different. Having all it takes, this will assist to perfect the problem skill better along the way. Morgan. P (2017) Pg. 298-301.

For problem skill you must know the problem, causes, the solution, chosen strategies, implementation of the solution.

The problem: fact about the problem must be established and way to handle it must be meaningful to the solution. You must never be afraid to tell the truth of the matter to each party concern. The organisation procedure and polices and the staff or customer behaviour should be study to avoid being one sided.

Causes: The cause of the problem must be identified as to where, when, why and whom. By identifying all these causes then the way forward of the organisation for a new business is open.

Solution: this is where the knowledge of solving problem is needed. It is the most important part of problem solving skill. The staff or customer, time, money and resources required for the solution has to be put into consideration (brainstorming). The idea or suggestion of anyone must not be useless.

Strategies: choosing the best strategies takes a strong decision. You must take the best option of solution with careful considerations. Any strategies chosen has to address the problem without reoccurrence.

Implementation: the best solution chosen must be scored according to the principle that is related to it, that is how, who, and when to implement the solution.

Problem solving may look or sound simple but the way, manner and solution to it makes it a success. Many important skills need to be taken to have experience.

For students lots of lectures need to be taken, research to be made and sometimes the lecturer asked for a written scenario to have more skills. Organisations and individuals can get more skills with previous event or problems that have been dealt with.

I have this skill because so many of my colleagues come to me to resolve matters between them and I do so among my friends as well. I take my time to listen, think of the best solution and then give them advice on it <https://www.careerbuilder.com/advice/what-are-problemsolving-skills-and-why-are-they-important>, Morgan. P (2017) Pg. 298-301

SECTION 4: Team Working Skills

Team working can be described as way of working together with other staffs in the organisation so that all necessary job can be completed and efficient at the appropriate time. In case of student, they need to be in a group to do their class work together to accomplish their goals. An organisation would prefer people with team working skill because they need a better atmosphere to work.

The importance of team working is when you work with others to achieve aims and objectives of the organisation. A productive organisation needs a better team working staff that can communicate with each other, listening, be patient, reliable, and respectful. Few of these points will be looked into.

Communication: there are various types like verbal, nonverbal and written and effective too. It is important for team work to share relevant thoughts, ideas and important information with others, so he/she needs to communicate very well.

Listening: A good team working must listen to other staff suggestion, view and opinion. Active listening is needed as you show care and that you understand their concern.

Patience: Must be able to tolerate other people involved to accomplish their goals.

Reliable: You must be a reliable team mate that others can trust with task given.

Respect: If you respect your team mate and their idea they will be willing to communicate with you. Mindful of your behaviour and attitude will make them feel recognised and valued.

Having mentioned the importance of team working I think I have it. I am in a school group that needs to do a course work and I can say I am playing a good team because my own part has been completed on time and I contribute and communicate with others on how they can finish up theirs as soon as possible. The team leader is also assisting and making sure that the task or course work given is well

completed. <https://www.thebalancecareers.com/list-of-teamwork-skills-2063773>,
<https://www.indeed.com/career-advice/career-development/teamwork-skills>, Morgan. P (2017) pg. 201,206,217.

SECTION 5: Communication Skills

Communication skill is when a message can be understandable and be carried out effectively without any concern. For effective communication to take place the two parties interacting must be able to be on the same level of understanding for feedback to be achieved. The facial expressions, language, words, tone of voice body gestures and appearance we use during communication all contribute to effective or translation of what the communication is. Communication skill can be a written communication, oral communication or face to face communication. Written communication is a way by using email, telegram or printed form of media. Oral is by word of mouth and then face to face using body language, symbols or signs.

It is important to have this skill in workplace to be able to speak, listen very well and carry out meaningful instructions, to present good suggestions or opinion, to work well as a team and clearly write without using slangs or unnecessary words.

It is also important to have communication skill academically because you have to communicate with different kinds of people like the lecturers, the office attendants, friends and your course mates.

I need more strength in communication skill because I give answers to inconclusive information, I am sometimes lazy to read instruction to the end and thereby give wrong answer or misinterpret the information. But I am really working hard and be patience to correct myself by reading books on communication skills and engage more on different types of communication
<https://www.skillsyouneed.com/ips/communication-skills.html>, Morgan. P (2017) Pg. 243,248,253-254.

SECTION 6: Presentation Skills

Presentation skill is when you need to pass information across to organisation, business associates, meetings and any type of field, even in academic aspect. The presentation skill shows the effectiveness and clarity of the information passed. When ask for presentation people feel scared to face the crowd because of reasons like who to see, what to say, how to say, how would they take it, what will be their conclusion but a good practice about what the presentation is will give a positive ending.

A good presentation skill is required in workplace because they are part of the business life and quality. For a effective presentation you must be confident, clear about your message to the audience, make audience wanting to listen, do not run out of time, prepared very well, and be able to change your ways for better on stage because you are in charge of the room at that moment. The delivery of presentation depends on different targets and achievements.

In academic a student is required for presentation after they have been thought and have been asked to write portfolio or report, then the student need presentation to back up the report he/she has given. The student needs a lot of practice on the title and power points slides mentioned in the report so to give effective presentation about the topic.

I have weakness in this skill because I find it difficult to face many people, although I do practice but still get scared of audience. I hope to build my confident by attending more presentation classes,

practice in front of friends or mirror and read more about the skills

<https://www.skillsyouneed.com/presentation-skills.html>, Morgan. P (2017) Pg. 180/184.

SECTIONTION 7: Leadship Skills

Leadership skill is when you are a leader in team or an office. Being a leader, you must check the rest of the members or colleague's behaviour, the purpose of team and works to achieve the aims of the organisation. The work of a leader is more than the rest and their pay also high

The importance of leadership includes motivation, confidence, decision making, honesty, guidance and creating a work favourable atmosphere.

It is very good to have this skill in a workplace because everyone can not be in same position at work, one person have to lead while the others follow accordingly, though everyone make suggestions and ideas toward gaining the vision of the organisation and the best of it is chosen.

Leadership skill is also important academically because when a group is formed to do course work or to write a report, one of them have to be a leader to pursue and motivate others for positive result. The leader is expected to also be patience to guide to the right path.

I have leadership skill because I usually contribute very well whenever I am in a group. I give a good idea, a reasonable suggestion and assistance for the progress of the group

https://www.managementstudyguide.com/role_of_a_leader.htm, Morgan. P (2017) Pg. 222,223,227.

CONCLUSION

The importance of both employment and academic skills cannot be looked down upon, it really goes a long way. Without all of the skills goals or vision of an organisation cannot be accomplished. All the skills are related in one way or the other. The relations between the skills are patience, good listener, honesty, motivation, punctuality, confidentiality etc, to mention few. With this report organisation and academic knows the benefits of having the skills that apply to them.

References

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