

Academic and Employability Skills

Aurelia Nicoleta Popa

Student ID:1920384

	Table of Contents	
INTRODUCTION		3
MAIN BODY		3
SWOT ANALYSIS		4
TIME MANAGEMENT TOOL		5
PERSONALITY DEVELOPMENT PLAN		6
REFLECTION OF LEARNING		6
CONCLUSION		11
REFERENCES		13

INTRODUCTION

Employability is defined as the attitude or an attribute of a person. That make the person able to gain and maintain the environment of employment. Where employment is the basic necessities usually followed by people. There is no hard and fast rule in the employability, generally the employability includes the factor of essentiality or necessity and qualities. Where this is defined as the employability skill are the essential skill and personal qualities of any people or a person by which they are enabled to get survive in any workplace. The employability skill is also called enterprise skills, communication skill and workplace skill, because it's tends to applies in a workplace in a corporate sector where they need a very good communication, leadership quality, dependability and teamwork. So, this all factors are in a collaborative behaviour while in a workplace to make the objective of any organization be successful. The academic skills are defined as the skill or a base or a platform from where, we learn about different aspects of learning of many subject topics and essential task which is driven in our life cycle to resolve the problems. Academic knowledge is just about how to deal with new concept, new learning and it's all based on the the knowledge and some part of the practical skill. While on the academic the class activities, it's just a part of academic, where we learn about different social behaviour, cultural behaviour, and ethical part where we develop our own moral and norms for the betterment of life (Strindlund and et. al., 2019).

MAIN BODY

Employability as a major skill, which is generally applied to make the objective completed in any organizations. Which include the number of skills like communication, motivation, inspirations, following instructions, teamwork, leadership, patience, adaptability, emotional control, resilience, which help a people to developed. These all factors within him for the better and reliable approach towards the work.

Communication: communication is a set of action in which the two entity or a group are talking to each other with the way of signs, symbol and verbal. The main step to all the communication are the formation of communicating, motivations to people. Where the message composition and message encoding are held (Van Hoote gem and et. al., 2019).

Motivation: Motivation is defined as the process or operation. which applied on a person to get some initiative, guide and maintain them in a goal oriented behaviour. This help to acquire the

needs, want or desire may be acquired through culture, society or may be generally from the self motivation by activation ethical manner in body or mind.

Leadership: Leadership is defined as the a basis of communication, where a leader which make a command and sometimes lead a group or a team to complete the organisational needs and want. the leadership have capacity to guide others. It may be a individual or team or entire organisation to achieve the goal.

Team work: Teamwork is a collaborative efforts of a group to achieve a common goal. Generally, the teamwork of player have effective and efficient role in a task. while they achieved in a short period of time. This concept is generally a greater framework in which the group or interdependent individual work together to achieve the common goal in a short period of time.

Patience: Patience is the ability to endure difficult some circumstances. such as, the preservation in the face of delay tolerance of provocation without responding to others. it's also includes the stress down and a mind set in our body in a term of difficulties or in any situations. Patience always create a mindset about that good things take time.

Emotional control: Emotional control is an ability of any person and to respond on the demand or experience with a range of emotion. In a certain manner which is not a socially tolerable and sufficiently flexible to perform. at the instant reaction as well as the ability to delay the emotions on some places (Okunuga, R.O. and Ajeyalemi, D., 2018).

SWOT ANALYSIS

SWOT analysis is defined as the compilation of strength, weakness, opportunity and threats. where the primary objective of SWOT analysis to help in the context with individual to develop full awareness of all the factors which is involved to making the decision for a long period or a short period. which is generally used as a planning for a a things.

Strength: As per the basis of self analysis, the swot analysis is taken out in which essential for strength. When we talking about the self analysis then we find out the simple think, what are the strength which i learn during my academic. so as per this, my strength is as per the academic knowledge and basic skills. I have a clear strength in communication. Because communications is important and major aspect of my life. which interacting with others. Also leadership quality is achieved during my academics. when I need to follow a cricket team or a football team and after in college I need to follow many of teams and the cultural fest. I am a stress tolerable person

which have a power to handle the stress and workload. As per the quick knowledge and skills. I am a quick learner because I get comfortable to learn new things in the base of technical or may be a something reasonable which creates some influence in the future (Chamos and et. al., 2019).

Weakness: When we come in the w which is stand for the weakness. Then my weakness is that I am a negative in a decision making. sometime when i was in my academic and I have to take some decisions and i make a plan and after that i was just hesitated that, is my plan be successful or not. so as per this scenario i am not a good decision maker. My weakness is my threat sometime, many of time i was afraid to be a part of failure. i afraid from the rejection so as per this in my college or in my academic, when i am doing my schooling. I was just afraid from the failures i usually do these things from which I get success or I am succeed in that work or task.

Opportunities: my opportunity is that I am a quick learner, when any new thing happened or it's going to be happen, at in my past when I am in schooling or in college. Then i just usually start to do those things which is new and it's going to be happen. A curiosity is always in my mind and I just want to do at least for a ones to experience that things.

Threats: My threat is totally based on my weakness. One of my threat are, after putting my hard work and lot of smart work, after making lots of strategies and I am just failed in that particular task or work. it's create a something sad and demotivating in my mind, so my biggest threat of my life is to just avoid the failure (Milner and et. al., 2016).

TIME MANAGEMENT TOOL

Time management tool is the process of planning something new and exercising conscious control of a time which is spend on a specific activities or a set of action. Usually time management tools is an effective and efficient and a productive which increase the act of control of time. Time management tools are act of various demand upon a person which is generally related with the work, social life, families, hobbies, personal interest and others which for the fitness peoples, which provide a technique to manage the time. When I was in my academic then I usually follow the time management tool to adjust the schedule and routine of schooling. In my academic, study and other task and sports should be managed in a such a way. Where there is no factor which affect the study and playing so at the basis of this. My schooling time management tool is used to start in a short period for sometime long period of time. when I was in my college then the time management tool is require to just fixed the time of studies and fix the time of playing (Yoong and et. al., 2017). Also its provide a brief about the submission date of

assignment and all the things which is centrally managed by the concept of time management tools. The major theme arising from the time management is like creating an environment which is effective in a term of cost benefits, quality of result and time to complete task for a project in a given period. Time management was also provide a technique to set the priorities and time for the delegation of task. The related process of reduction of time spent on the non priorities things are just reduced. its just to boost up the effective time for the effective learning and developing new skills and approaches in a given time. Also helpful for the implementation of objective, where the time management tools provide a brief information about the utilization of time and what are the aspect of objective which must be follows to achieve the goal and aim of life (Burgess and et. al., 2018).

PERSONALITY DEVELOPMENT PLAN

The personal development planning is a process of creating and plan of action or the act of action which is based on the awareness, values, reflection, norms and planning for the personal development within the context with a career, education, academy, self improvement and also on the basis of their personal relationships. The personal development plan is also called individual development plan or personal enterprise plan. Usually the statement is the strength or competence in which is mainly education or training, the stage or steps, these all the thing are realised. The personal development plan which into the statements of career. where the priorities of lifestyles and what are the positions of career and total analysis of opportunity and risk and everything which is going for you in the path of life are just mentioned in the personal development planning. The personal development planning means how to develop a new strategy is on your plan to achieve the goal of life. Many of people have their different goal, some of the people have their goal. Someone believe in exploring, some in travelling, some in making the career. some of the positioning, some of the business. So, these all aspects are should be cleared with the help of personal development planning which give a confidence, inspiration and provide additional think to do the work (Lavrijssen, J. and Nicaise, I., 2017).

REFLECTION OF LEARNING

It refers to the students who become aware for their own thinking process and are being able to represent those to others. It enables the assessment “why” and “how” for the learning and what we need to done for the result. Reflection generally follows on self assessment. It's the teachers

responsibility for supporting student so that they can improve their skill in reflection they need to teach the reflective process that some skills to improve their own practice. There are many facts about the reflection. Reflection generally help us to develop our own learning it allows us to develop consciously power on repertoire of strategies along with techniques to draw upon our own teaching which went to our particular discipline (Pinto, L.H. and He, K., 2019). It also help us to take the information action which can be justified or explained to others and we can able to use for creating answer to the teaching problems. Reflection is all about to respond and adjust with related issues or problems. It helps to promote the environment of positive learning. From the last decade, reflecting learning became the educational spotlight. It is all about the thinking of the student about what thy have done, learned and read which was related with the lesson.

Advantages of reflective learning

There are many advantages of reflective learning related with the student which are going to be discussed further.

- For personal growth accepting responsibility about your learning and as a result.
- Aware about your motive and about your actions.
- See the link between the work which your putting into learning and to analyse what you are getting from it.

There are many prominent peoples who develop their own theory about reflective learning.

1. John dewey

He is one of the famous name in education who believe that reflection is a necessary precursor about the action. He advocated that students should think about what they read and encounter which after doing this they are able to apply their knowledge better.

2. Donald Schon

Donald has studied dewey and his theories carefully and then he go today result date he believed in to type of reflection.

Reflection on action

Event which deals with the knowledge that we used to solve the problems and to carry out the actions (Santos, G.G., Ferreira, A.P. and Pinho, J.C., 2019).

Reflection in action

It refers to the action which occurs in happening. In other words one is reflect on what he is doing or trying to do.

Models of reflection

Models sometimes known as the Framework for reflection. Which encourages the structured process for guiding the act of reflection. There is no any proof for having the right model so it is important to choose anyone which feels more comfortable and which is able to best assist for learning with the experience. To use anyone model of reflection as a base.

Gibbs reflective cycle

Cyclic models of reflection which leads through six stages for exploring the experience this includes description evaluation feelings analysis action plan and conclusion. Gibbs reflective cycle was developed in 1988 by the Graham Gibbs who gives the structure for learning through the experiences. It offers the framework for examining the experiences which give its cyclic nature to repeat experience which also allows you for learning and planning from the things which has neither went well or not (Bennett and et. al., 2020).

The model

This model provides a good way for working experience. This can be passed in any situation through which you are going frequently

For example

When you are meeting with the team you need to collaborate with them. Gibbs advocated the used in repeated situations, the stages and principles are apply equally single experience. When done with the stand alone experience there is chance to become more general along with looking how to apply your conclusion in the future (Tsai, Y.H., 2017).

Description

This is first element of the Gibbs model. Here one have the chance to describe their situation in detail. There are some of the questions who can be helpful such as what happened, when and where did it happened, who was present at that time, what did you do and what about the other people is there, any outcome of this situation why were you there what you wanted to be happen. It refers tot he detailed information regarding the situation or any matter. This can help others to understand the situation easily in which one is able to decrypt the matter with own. This step is basically describing the situation activity and events and full detail without drawing any conclusion.

Feelings:

It refers to the emotion which is felt during the discussion of any incident. In this you can explore any feelings or thought which you had experience and learn how they can create impact as the experience. There are some of the question during sharing of the feelings like during your situation what were you feel, Which type of feeling was there before and after the situation, What is your opinion about the people over also feeling about the situation, what is your opinion about the other people who are feeling the situation right now, what was your thought during the situation what is your opinion about the situation now etc. It is related with the feeling in which the event triggered. The intention is not about to discuss the feeling in full detail commenting it directly. Emotion is not to be evaluated or judged. The most important goal for this phase is is awareness. People feels difficulty when they start to talk about their feelings. Due to the question there are encouraged by to asking such questions. It is also demonstrated that gives reflective cycle it can be used for the individual setting, counselling setting, or even in our coaching. The last two questions also allow to see the event from the prospectus of other people (Ai and et. al., 2016).

Evaluation:

It is the chance to evaluate about your work and what you have not did your work in such situation. For getting most off your reflection you must focus on both the negative and positive aspect of the situation. There are some question which can be helpful like what was good and bad regarding the experience, what went better, what did not went better, what did you and other people contribute regarding the situation etc. Evaluate the event weather it was good or bad this is totally depends on our experience. In order to conduct the proper evaluation the above-mentioned questions should be update. It is worthy to evaluate the the bad experiences is he will give you the idea for what to do or don't. Due to having the subsequent steps which is in the Gibbs reflective cycle are able to help people to learn from it (Zhou and et. al., 2016).

Analysis:

It refers to the steps which have the chance to make sense what is going to happen. You have the chance to bring meaning from it there are some question which can be helpful like why things go well, why don't go well, what sense it can make of the situation, what knowledge can help me to understand the situation my own or others etc. It is all about learning from the situation, event or activity which has happened previously due to the experience. You have the

idea about what you need to done in the future while having the same type of situations. In this both the positive and negative experiences will be written down which has happened recently. People need to learn from their mistakes which they had done recently and to use this learning in the future, to not getting any type of mistakes such analysis is often done together alongside.

Conclusions:

It refers to the section in which you can make conclusion regarding the situation what happened. In this, one is able to summaries the learning and highlighting about the changes for your actions which can help in improving the outcome in the future. This can be a natural response from the previous sections (Subag, E., 2017). There are some of the question which can be helpful such as what I have learn from this situation, how can it be a more positive situation for everyone, who are involved in this situation, I need to develop for me for handling such type of situation in future better than this time, what else could I need to be done. In this step it feels like you are taking a step back and looking at yourself from a short distance and ask yourself is there anything wish you need to the done in such type of situations (Moody and et. al., 2018)..

Action Plan:

This is one of the last element of Gibbs model which refers to the plan for what one can do differently in the same or related situation in the future. It can be extremely helpful to think about how you are able to help yourself to act fluently in this situation in this you don't only plan for doing things differently but also you prepare to be sure it happens. Realization is enough sometime but reminders might be helpful other Times which can help like if I need to do the same thing again how could I do it differently, How to develop the skills which I need to how to make sure that I can act different than this time etc. In this action are developed generally for the future situations which is based on the conclusion on which is discussed above. People like to make concrete promises to themselves. In this the intention is all about to keeping this promises. When everything goes well then you are allowed to promise yourself to actor like the same way in next time. The area in which things not go so well then you can promise yourself for not taking same decision again in same types of mistake. In this one should always need to make a plan for encouraging yourself for sticking to these promises (Ding and et. al., 2017).

To demonstrate about these such state which good look like here, with a simple example.

Step 1 Description:

Once my friends had started to cook for each other and this time it was my turn to cook for hosting the evening.

Step 2 Feelings:

For this event I felt quite nervous because I have not cooked for so many people before and I was not confident about this. When my friends arrived at night I was excited with having positive feeling. My friends gives me lot of compliments for the night. Is gives me the feeling of relaxation to enjoy the evening. Due to this I did not worried about the test of my meal which was not as good as other friends (Cheng and et. al., 2018).

Step 3 Evaluation:

There was really happy atmosphere and everyone where having fun. On the negative side, the food was under cooked so I need to have some extra 20 minutes for cooking it properly other vegetable where overcooked and also we run out of beer.

Step 4 Analysis:

On reflection I realized that I should have checked the cooking time or to use a timer to plan for better. Everyone where enjoying the evening. There was less focus on my food which was not the main purpose for this evening. Speaking with some of my friends after the event they I have given me the positive feedback which help me to realize that my friends allow me to feel easy for enjoy the evening (Isaiev and et. al., 2018).

Step 5 Conclusion:

I got the confidence as a result for this experience and realize that there is no problem when you make mistakes it it is fine to make mistakes.

Steps 6 Action Plan:

Next time I again host and evening. I need to have a practice run before the night which I am using a tested and tried approach. Need to take advice from others for who are better than me. To feel better confident and organized for running such type of events (Wang and et. al., 2016).

CONCLUSION

In the current scenario, the article is just a given review about what are the process and how the effective work is to be determined, what is the strength of the work and what is the weakness of the work and how you will manage the time in the work, and how the personality development plan a makes a relevance in the work. the personality increase in the status and the standard while you are doing in a work. there are a lot of recruitment agencies and jobcentre

which provide jobs and responsibilities to people on a basis of their personality and aptitude. As per the above discussion, if I analyse the total reflection of my academic progress from the beginning to the end and I just find out a simple thing about my academic. I learn many of things which is social, psychological. cultural and in every step I just improve myself on the basis of learning and creativity. sometime the new innovations and new idea is generated in the field of academic. So, which is help in my future for my growth and also increase the capability of my mind on the basis of thinking. So, it is good for me as per this context, that I learn communication, leadership, patience these all things are just are getting from my academic knowledge.

REFERENCES

Books and Journals

- Strindlund and et. al., 2019. Employers' views on disability, employability, and labor market inclusion: a phenomenographic study. *Disability and rehabilitation*, 41(24), pp.2910-2917.
- Van Hootegem and et. al., 2019. Job insecurity and the willingness to undertake training: The moderating role of perceived employability. *Journal of Career Development*, 46(4), pp.395-409.
- Okunuga, R.O. and Ajeyalemi, D., 2018. Relationship between knowledge and skills in the Nigerian undergraduate chemistry curriculum and graduate employability in chemical-based industries. *Industry and Higher Education*, 32(3), pp.183-191.
- Chamos and et. al., 2019, June. Data analysis platform for the optimization of employability in technological profiles. In *International Conference on Practical Applications of Agents and Multi-Agent Systems* (pp. 322-325). Springer, Cham.
- Milner and et. al., 2016. Does All Work and No Play Make a Dull Graduate? Perceptions of Extra-curricular Activities and Employability. *Journal of Perspectives in Applied Academic Practice*, 4(1), pp.13-18.
- Burgess and et. al., 2018. Introduction: Applicant work-readiness and graduate employability challenges in the Asia Pacific. In *Transitions from education to work: Workforce ready challenges in the Asia Pacific*. Routledge.
- Lavrijsen, J. and Nicaise, I., 2017. Returns on vocational education over the life cycle: Between immediate labour market preparation and lifelong employability. *International Review of Education*, 63(2), pp.257-280.
- Yoong and et. al., 2017. Prescribing roles in the employability of Malaysian graduates. *Journal of Education and Work*, 30(4), pp.432-444.
- Pinto, L.H. and He, K., 2019. 'In the eyes of the beholder': the influence of academic performance and extracurricular activities on the perceived employability of Chinese business graduates. *Asia Pacific Journal of Human Resources*, 57(4), pp.503-527.
- Santos, G.G., Ferreira, A.P. and Pinho, J.C., 2019. Career attitudes and employability: analysis of mediation via career strategies. *Employee Relations: The International Journal*.
- Bennett and et. al., 2020. Pedagogies for employability: understanding the needs of STEM students through a new approach to employability development. *Higher Education Pedagogies*, 5(1), pp.340-359.
- Tsai, Y.H., 2017. Travel agency managers' perceptions of tourism industry employability. *Journal of hospitality, leisure, sport & tourism education*, 20, pp.122-133.
- Ai and et. al., 2016, September. Analysis of the paragraph vector model for information retrieval. In *Proceedings of the 2016 ACM international conference on the theory of information retrieval* (pp. 133-142).
- Zhou and et. al., 2016. Toward automatic model comparison: an adaptive sequential Monte Carlo approach. *Journal of Computational and Graphical Statistics*, 25(3), pp.701-726.
- Moody and et. al., 2018. Toward a unified model of information security policy compliance. *MIS quarterly*, 42(1).

- Ding and et. al., 2017. Gibbs sampler-based λ -dynamics and Rao–Blackwell estimator for alchemical free energy calculation. *Journal of chemical theory and computation*, 13(6), pp.2501-2510.
- Cheng and et. al., 2018, April. Aspect-aware latent factor model: Rating prediction with ratings and reviews. In *Proceedings of the 2018 world wide web conference* (pp. 639-648).
- Isaiev and et. al., 2018. Gibbs adsorption impact on a nanodroplet shape: modification of Young–Laplace equation. *The Journal of Physical Chemistry B*, 122(12), pp.3176-3183.
- Wang and et. al., 2016. Using hashtag graph-based topic model to connect semantically-related words without co-occurrence in microblogs. *IEEE Transactions on Knowledge and Data Engineering*, 28(7), pp.1919-1933.
- Subag, E., 2017. The geometry of the Gibbs measure of pure spherical spin glasses. *Inventiones mathematicae*, 210(1), pp.135-209.