

ACADEMIC AND EMPLOYABILITY SKILLS (BMSW4001 LON)

(INTENDED CAREER)

LECTURER:

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INTRODUCTION

My name is Javad Khorramipour Khoshdaregi I come to UK from Iran. I am a student of Trinity Saint David and I am currently studying CERTHE skills for the workplace and also I am an Olympic silver medallist.

When I was a child I really loved to be active and do lots of physical activity, and it was always boring for me to sit and do nothing. Therefore I was always running, and after school I was playing football, basketball and volleyball, and going to the stadium to watch games, and this is what led me to become a professional sportsman.

Today I am going to talk about time management and notetaking, and finally presentation. This will give you a better perspective on what I want to do, why I have taken this course and what I am expecting from the course as a professional athlete. The course might even encourage my interest in becoming a coach in my future career.



TIME MANAGEMENT

Time management starts with a commitment to change. Time management is easy as long as you commit to action in order to improve your own time management and train others to do so by:

- ▶ Better planning
- ▶ Prioritising
- ▶ Delegating
- ▶ Controlling your environment
- ▶ Understanding yourself and identifying what must change about your own habits, routing and attitudes.

During the last 8 to 10 weeks in this course I have realised how important time management is to our daily life and careers. Before starting this course I did not know how to manage my time well, but now



TIME MANAGEMENT

I am learning to manage my time, and manage and protect the time I have planned. Some people say that they "do not have time", or that they do not plan nor plan protect the planned time. But I believe that if we plan what to do and when and then stick to it, then we will have time.

In my coaching career in the future I will:

- Know how to manage calls and emails
- Know how to reflect on things and consider what might be a waste of time and what might be fruitful.
- B able to prioritise my activities and make plans.
- Know how to use a diary and activity planner to schedule when to do things, and time slots for things I know will need doing or responding to.

Finally, there are many other aspects of time management that I have learned about which I hope to use in my future career.



NOTE TAKING

Taking notes, both when reading texts and when listening to lectures or presentation, is an essential skills in student life. In order to understand how to make effective notes it is important to be clear about what your purpose is. Usually in university or indeed at any meeting one will make notes in order to use them later, for instance when revising for exams or writing an academic essay or a report. This means that your notes not only need to contain the main points but also be clear and easy to use. During this course I have learned how important it is to be able to take good notes which has been essential in lectures. For instance, I have learned:

- Only to write sentences connected to the main ideas
- Not to try to write everything down
- To use key words and short phrases, rather than complete sentences

In the future I intend to undertake coaching courses which will necessitate taking extensive notes in a short period of time. I believe this course has helped me to develop my not taking skills which is very important part of becoming a good coach.



PRESENTATION

Presentation information clearly and effectively is a key skill in getting your message across. Today presentation skills are required in almost every field, and most of us are required to give presentations on occasions.

There are different types of presentation and there are many number of occasions when you may be asked to speak in public or to a group of people, such as:

- ▶ Making a presentation or speech at a conference or event
- ▶ Objection to a planning proposal at a council meeting
- ▶ Or addressing a smaller group of people more informal

In week 7 I learned how communication is vitally important in presentation. I had not previously realised how they both link together. In my view a good presenter has to have excellent communication skills. I believe that I am developing my presentation skills to make better presentation if I have prepared effectively. It means:

- ▶ That I have to be confident that I am saying the right things in the right way to the right people



PRESENTATION

- And that I am very clear both about the nature of my audience and the message I wish to present.

I believe also it is important to have a structure consisting of:

- An introduction
- A clear exposition of the main points and a readiness to explain and enlarge on them
- A summery/conclusion

In my chosen career I have to be able to present a great deal of information to many students in interesting and effective ways. This skill gives me more confidence to communicate my thoughts and knowledge to my students and encourage them to work as a group, and it will be vital in my intended career.



conclusion

I wish to conclude by saying that this course has proved to be phenomenally good from my point of view. During the last 9 weeks I have been developing my skills and knowledge, for example I have become more confident to express myself. I have been learning about manage my time, how to take notes, AND how to make presentation. This course also targets problem solving, effective team working, academic and employment skills, digital skills research methods and professional career development. When combined with the skills I have already acquired on this course, and those skills and qualification I acquired as a professional sportsman, (including discipline, hard working, working as a group etc,) they will be a tremendous asset in equipping me for my future career as a sportsman coach.

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