

Academic and employability skills

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Summary

In this report you will learn about employability and academic skills that come hand in hand to help you as an individual and place you in a position to be ahead. The skills that are talked about in detail are communication skills which is the exchanging of information between people. Interpersonal skills which is the ability to understand individuals and network with people. Personal skills which include those skills that are self taught or gained through working on it. I will also go over General awareness which is the ability to be aware of your general surroundings. And lastly I will touch base on Time management , organisations skills and SWOT analysis and why these three go hand in hand are very crucial for one's success both in an academic setting and an employability setting.

Introduction

Employability skills are the set of skills that are needed in order to get a particular job also keeping the job.(Robinson,2000).This is very important in today's day and age in order to succeed in life. Academic Skills are made up of core skills, such as academic writing, presentation skills and referencing, which underpin more complex skills, such as critical thinking and reflective practice (Academic skills specialist, 2013). A lot of people pay little or no attention in Academic and Employability skills therefore In this report, with the help of in class activities,lectures and published literature as references, I will go over some tools that can be used and incorporate an analysis of my own academic and employability skills. The purpose of this report is to show why it is so important and using in class activities and published literature as reference.

Communication Skills

Communication is the exchanging of information and the ability to process and take in ideas on board. This could be done by speaking and writing. This skill is extremely important and useful both in the workplace and in an academic space as it allows people to keep in touch with their fellow mates. In regards to work, I have been able to master this skill at my workplace because it requires everyone to be extremely communicative, otherwise we will fail as a team. At my work, I must keep in contact with my fellow colleagues to make sure we are all on board and up to date at all times. As teamwork is the running fuel of my line or work, we have been taught to communicate at all times. Outside of work, I keep in touch with all my teammates to make sure we are all on the same page. As a fellow football player, this line of work comes with the ability of excellent communication skills that are taught during practice, on field and off field. We learn to listen, hear and understand each other as if one of us falls, we all fall. According to Kristina L (2005) Communication is vital in developing and maintaining a strong relationship at the workplace. Without communication there will be a huge amount of chaos and disruptions therefore having a good communication base is a strong tool to have at the workplace. According to Kashyap V (2019) 57% of employees report that they are not given clear instructions at the workplace and 69% of managers are not comfortable communicating with their employees. According to the statistics there is a lot of room for communication improvements at workplaces. As mentioned before, communication is also very important in an academic setting. Teacher will exchange information with fellow students and it is our job to take that information and learn from it. If I ever have any questions I communicate this with my teacher and in return I get the answer and or help that is needed.

Interpersonal skills

Interpersonal skills is the ability to network and manage to understand all types of people. This can help at the workplace and outside the workplace in an individual's day to day life. I have developed this skill because at my workplace, I deal with situations that enable me to interact with my fellow workers. At times there are complicated problems and in order to overcome these problems, I will have to speak to the group in a way everyone understands. Another skill that can be helpful and used is giving constructive criticism and receiving constructive criticism as well. As stated in (Hayes 2002) To be skilled in reading the behaviour of other people we will need to know who we are, what our beliefs are and what we value, This will determine how an individual will look at the world. Being aware of how people see us will determine how they act towards us.

Personal skills

These are skills that an individual has gained naturally or worked to gain. It includes the ability to maintain time, prioritise workload, finding the right balance of working time and relaxing time. Other personal skills include but are not limited to, dependability, adaptability and problem solving. I have many personal skills that I have been able to learn and develop on my own that have been not only useful in the workforce but also in my personal life as well. Due to the nature of my work being football, I need to be able to adapt to the situation on field and off field as sometimes things don't go as planned. Which then leads to my next personal skill being great at problem solving. Planning and strategising my next move is also another great personal skill that comes very handy at work. Being able to think on my feet and strategise my next move while playing football is not easy but something I have come to learn and take with me to work every day. Furthermore, because I am a very busy person, in order to succeed I live by the 80/20 rule. This rule simply means that the top twenty percent of all activities account for eighty percent of my results. According to Raouna k (2017) Self motivation is a good personal skill therefore it's an important quality to have. This skill will help in realising goals. Without drive and motivation, achieving goals and aims will be nearly impossible. Having the ability to research effectively using any source available also comes under personal skills and this is simple because it is not a skill that an individual is born with, these skills are developed over a period of time.

General Awareness

This is just always knowing what is going on around you and others. Knowing how to do things in an appropriate manner. There could be some environmental issues that an individual should be aware of. This could be the difference of having problems and not having problems. I have this skill because I like to be fully knowledgeable and aware of my surroundings at all times. Furthermore, if my co-workers need help I will be there to help. According to Spence N (2015) Having good first aid knowledge will make sure situations regarding aid will be taken care of. I personally have good first aid skills that I learned taking some general classes so if my co-workers ever needed any help in that department, I will be able to help them in the best way I can.

Time management

Time management is the ability to manage time and this is vital in the workplace or university. Managing time is a major key to success. Knowing and reacting to tight deadlines, meetings and lectures, it all comes down to good time management skills in order to thrive without stress or major problems. I have this skill because I am familiar with working on tight schedules with deadlines therefore I always make a plan. This plan shows the most important work that needs to be dealt with first followed by the rest of the work that needs to be done and will be managed after the most important one is finished. In other words, prioritising work from most importance is critical in managing your time and making sure everything gets done. This skill will allow people to thrive and those who lack this skill will take much longer to get work done and or reach their goals. In referral to Doyle A (2019) Time management is really important in the world we live in today. Prioritising, scheduling and task management will help manage time effectively. There is a huge amount of people that do not manage their time effectively and this can be a major problem at times. Not being able to prioritise and effectively manage your time can lead to drastic measures such as getting fired due to always arriving late to work, not completing certain tasks that are needed to be finished by a set time or date and not meeting deadlines. Individuals who lack this skill also may suffer from excess stress and anxiety by always feeling rushed. Time management goes hand in hand with organisational skills.

Organisational skills and SWOT Analysis

As defined by (Duszynski, 2020) Organisational skills refer to your ability to stay focused on different tasks and use your time, energy, strength, mental capacity and physical space effectively and efficiently in order to achieve the desired outcome you are seeking. This is a great skill to have and one that I take seriously. It is not an easy skill to learn but definitely an essential skill to have alongside the others. Not only being able to stay organised will reduce stress and anxiety, it will also allow us to get ahead of tasks efficiently and effectively meaning getting the most done using the least amount of time. The SWOT analysis is defined by Wikipedia (2020) as the strategic planning technique that is used to help people or an organisation identify strengths, weaknesses, opportunities and threats related to business competition or project planning. This is a great chart to use and write down under each heading what your strengths are, and where your weaknesses are. Further to seek out opportunities and threats as well. This is an organised way to physically write out and visually see where you can improve and so forth.

Numeracy skills

Numeracy skills is the understanding of normal numeracy and how to apply it to different practical situations, it includes knowledge of addition, subtraction, division and working with fractions and decimals. As Kleemans and Verhoeven (2015) demonstrated numeracy skills can be learned from a young age. The home numeracy environment is seen as a special reason in finding out numeracy outcomes. Having this skill is extremely important in the world we live in today, this is because everything we do on a day to day basis has got something to do with numeracy skills , this can be making sure the right change is given at the supermarket or making sure you are being taxed the right amount. I have this skill because from a young age at home living with my parents they always pushed me with my mathematical work therefore overtime I have developed a good understanding of numeracy skills.

In conclusion there are many academic and employability skills that can be learned, practiced and taught in order to better yourself. Whether in an academic setting or employment setting, it is important to teach yourself as many skills as you can , for self development and growth. With more skills, more opportunities will arise. All these great skills can be used hand in hand for not only personal growth but also for better opportunities. Due to my academic setting and employment setting , I have been able to learn and practice all the skills that were talked about and it has changed my life for the better by not only keeping me efficient and effective in the work I do, but also it has allowed me to be self aware and aware of my surroundings as well. It has also allowed me to work on group settings, work on schedule and reduce stress and anxiety too. On that note, the more skills we as individuals teach ourselves and practice, the better we become as a whole.

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