

NAME	Mamadou saliou sow
STUDENT NO	1914598
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LECTURER	

Executive Summary

This study identifies the importance of academic and employability skills in our life. The skills which we learn in our life needs to be developed and polished so that we can shape our lives in a way with the improved skills. This study highlights the different skills which I improved due to ten feedbacks from my mentors. The improvement in the academic and the employability skills will provide an individual a better performance in the organisation. It can be understood that the base of the development of the skill relies on the early learning of an individual. The study sheds light on the importance of developing the academic and employability skills for an individual. The study mentions the skills that can be developed by an individual in the time of learning in the university. The attainment of the skills will improve the image of the individual in the company they are working for.

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Task 2

Introduction

The students that choose their career paths in the country; has to develop the skills that can improve the chance of getting selected in a company with ease. The employability skills will be capable of helping the individuals to get a placement in corporate organisations. After the outbreak of the COVID 19 in the world, the recruitment of the companies has focused on getting remote workers. For the new workers of the company, it is important to have better skills that improve the operational process. It can be mentioned that the students of the country have to be better. It can be mentioned that the companies will be able to develop better performance with the support of the recruitment of the employees that have better skills.

Overview of academic and employability skills

The academic skills are the aspects in which the students will be able to develop better knowledge on the importance of the academic studies (Rose *et al.*, 2020). During the academic years of the students, it can be observed that they might find difficulty in the development of the academic skills. The students have to take care of the skills so that they are able to perform better in their academic studies. The employability skills will be able to develop better performance for the students that are applying to work in a company in future. It can be stated that the students have to maintain a better performance on the aspect of it can be stated that the management of the skills will be able to develop better performance in the interviews of the companies. In my studies, I have seen that I have developed many of the employability skills and the academic skills. It can be mentioned that the development of the skills has helped me gather a better position in my class. My module teachers have been helpful for the development of the same.

Importance of the academic and employability skills

The development of the academic and the employability skills will be able to help me obtain a better position in the company that I am working for and in the class when I am studying. For instance, I developed my skill of communication during my time in the participation in the module. It can be stated that the skills have helped me gather and share knowledge that I am collecting during the classes. I have communicated the issues that I am facing in the subject that is being taught. I have tried revising the same and develop better understanding on the subject in future. The development of the skills has helped me obtain confidence in the aspects that I am studying. During the participation in the course module, I have been able to obtain the employability skills that improved my confidence and chances of getting better placement in the corporate organisations. I have learned during the module that the development of the skills will

improve my image in the organisation I am working for. It can be mentioned that I have been capable of developing new skills that are useful to get better position in the companies,

Skills that are developed during the course

It can be observed that the management of the skills will be able to develop better performance in the interviews. The companies can get better employees with the development of the employability skills. I have been capable of developing the employability skills while improving the ones that I already have. The management of the skills will be developed on the basis of the maintenance of the journals. Following are the skills that I have been improved in the aspects of academic and employability skills:

Skills of time management

It can be mentioned that the skill of time management will be capable of developing an organized approach in the performance of the tasks. I have observed that the people who have been starting their career and taking the coursework for the studies at the

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at the same time, I face a lot of difficulties taking out time for both of the aspects. It can be observed that the students who are in university and in college have to attend multiple classes at the same time. It can be stated that the skill of time management has helped me gather a better performance in the classes. I have managed to take out the main tasks that I have to perform during the day. I have divided them into different categories and time frames so that it can be easier for me to keep track of the tasks and the time that can be needed for the same. It can be stated that the management of time was hard for me at first. I can also say that my team members were also affected with my mismanagement of time. I have overcome the same with the process of making a schedule and finishing the task before time.

Note taking skills

The note taking skills will be able to obtain knowledge on the aspects of study in the class. It can be seen that the development of the note taking skills will help me remember what I have studied in class. I had to attend multiple classes in a day to complete my studies at school. I have also participated in multiple other courses so that I am able to improve my skills. In the process, I have observed that I failed to remember what I was taught at the classes. When I started going through the chapters I found difficulties in the understanding of the same. One of my peers has provided me with the idea of taking notes in the classes to remember the key points that were discussed in the class. I have been observing my improvement since then in my studies. My module teachers are happy with my performance in the classes. I have taken help from my fellow mates when I have issues in the understanding of the subjects. The help that I get from them has been able to improve my note taking skills.

Skill of communication

The communication skills will improve the confidence of an individual. It can be mentioned that I was unable to convey my issues to the module teacher. My marks in the examinations were not satisfying. I have not been able to gain the attention of my module teachers in the matter. I have taken help from my study materials which states the importance of the development of the skill of communication. I found it difficult to gather the knowledge of the improvement of the skills in this matter. I have taken help from my peers and seniors to get over the shyness and improve my skill of communication. I have started taking part in different presentations so that I can communicate with the people I do not now. In this process I was able to gather the courage to convey my issues in the module to my teachers. My teachers were happy to help me and improved my understanding on the issues. It can be mentioned that the development of the skill of communication has been developing confidence in me. I think That I will be able to obtain a better placement in the corporate business firms with the improvement of the skill of communication.

CV writing

Writing a CV is the most important aspect of applying in a company. A CV or curriculum Vitae will be capable of creating an impression in the companies that are hiring. The CV of the candidate should be interesting and cover the criteria of the job role. It can be mentioned that the creation of the CV has to be to the point and show the basic agenda for writing the same. I have observed that many of the students are unable to find the

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right position in the companies because of the lack in the skill of writing a CV. It is relevant that the candidate has to understand the requirement of the company. It can also be mentioned that based on the understanding of the same, the candidate has to manipulate the skills and competencies. The skills that are written on the CV have to be written based on the ability of the employee. The CV should not contain any falsified information so that the companies can understand how much compatible a candidate is for the job roles. I have taken help on the aspect from my seniors that are working in a corporate organisation.

Skills of presentation

The presentation skill will develop a better confidence in the participant. As mentioned before I was unable to get the confidence because of my lack in the communications skill. It can be observed that I lacked in the performance of the group tasks because of the lack of confidence in me. The job role I am opting for in the corporate organizations leads to communicating with a large group of employees at the same time. I have taken the help of my module teachers to improve the skill of presentation. My teachers have provided me with the materials that are able to focus on the development of the skill of presentation. I have taken part in different presentations from then. The group presentations have helped to improve the ability to teamwork. It can be stated that I have helped my team member who had the issue in communicating with people to improve in the field. It can be stated that I have been able to develop my confidence on the basis of the participation in the presentation. I will be able to communicate with the

employees of the organisation I am working for with ease with the development in the skills.

Problem solving skills

Working in a responsible position in a company comes with the responsibility of solving the issues that are being faced in the team. I always have the urge to help my fellow team members in the times of need. It can be observed that if a person is eager to help someone, it will be easier for them to develop the ability to solve problems. I have improved my skills in problem solving in the participation in the class activities. The improvement in my skills will help me in the future when I work in an organisation. I will be able to provide resolution to the people who come seek help from me. It is noteworthy that the people will be benefited with the development of the skill. It can be stated that an individual can face an issue in the journey of life. In a corporate organisation it is more likely to face issues as the company authority takes the decisions on the improvement of the operation. The employees may face hardship in accommodating with the new enforced laws. If the person is capable of solving the problem with the skill, it can be stated that they will get better recognition from the company.

Conclusion

It can be observed that the development of the skills will be capable of getting better placement in the corporate organisations. The study sheds light on the importance of the development of academic and employability skills. The students that are starting their career in a time like this have to be prepared to face tough competition in the market. The development of the career of the people has to be based on the management of the skills in the organisation. It can be stated that the optimisation of the skills will be able to maintain an improved image in the companies in which one is applying. The companies will be able to get better employees if the students are able to understand the importance of developing employability skills. The workflow of the companies will be increased with the recruitment of the candidates that have profound knowledge on the importance of the employability skills.

Reference list

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