

Academic and employability skills

BMSW4001

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Introduction

The importance of academic and employability skills is much more and has been increasingly more important for the past few years. Currently even if you are a student or you are in employment it is very important you have some basic skills like communication, time-management and decision-making skills. All these skills help you as a student and employee in your place of work in other to ensure success. In the employment world employers always want to employ graduates who have good employability skills, and it seems that these days employers pay strict attention to employability skills. As a graduate it is very important to have a good employability skill as this will make you more desirable in the employment word amongst various employers. communication, time-management and problem-solving or decision-making skills are the most important and highly recognised skills and also one of the most vital attributes of a graduates most possess in other to enter the employment world.

Communication

Communication refers to the process in which two or more people are involved and a message is delivered and received between them. Communication is an important part of a student's routine Life. Whether in academic or in workplace, teachers or managers give direction to the student or employee to make plan for a project and then the student follows them, or the employees convey such information to customers. communication ability is one of the most

important academic and employability skills which is necessary for a graduate to have in order to ensure success especially when he or she enters the employment world in later life. Both the academic and employment works are usually a source of conflicts and tensions, many of which can be avoided by making use of effective communication. Effective communication/good communication skill improves problem solving, as there is a greater capacity for dialogue, problem solving is done more smoothly (Hargie, 2011).

It also promotes creativity in the academic and work environment, because there is not so much fear or pressure to receive a negative response to new ideas (Mulder, 2017). Greater optimism when facing projects is another good aspect of communication skill. The good learning and work environment improve the mood of the students and workers (Doyle, 2016). With effective communication skill, and it is my own experience, I am able to increase concentration while studying that will definitely help me in the future employment. As there are no personal distractions within the learning environment, it is easier to concentrate on my study. Another benefit is that energy is not consumed in negative thoughts, suggesting that negative thoughts resulting from negative communication consume a lot of energy, getting rid of them will improve my overall performance and productivity (O'Neil, 2014).

I feel that my communication skills are not satisfactory enough. I have read some books related to employability skills to help improve my communication skill. I would like to discuss some effective communication areas where I need improvement.

To develop my effective communication skills, I must take into account a number of things that can help me be more better and relieve tension in some critical situations during my study and this improvement will ultimately assist me later in the employment world. First of all, I need to think before speaking and avoid speaking too quickly as a reaction to something and listen carefully to others who

speak to me. Speaking and listening are two important areas where I need improvement. It means that I need to pay attention to my nonverbal communication and the tone used by me when speaking, many times it matters more how we say something than what we say (O'Neil, 2014).

Between 60 and 80% of daily communication is nonverbal and what is not spoken also speaks for you at work (Parson, 2012). In addition to proper speech processing, non-verbal components are necessary for efficient message transfer. Proper body language is necessary not only for conversations, but also for presentations, interviews, exhibitions and audiences (Segal, 2015). We refer to the correct body language when it corresponds to the voice message that we transmit. Its good use will allow me to confirm the message, be clear and understand. although the words that we speak is very important sometimes their true meaning is revealed through our body language and tone of voice.

I also need to differentiate between the ability to communicate verbally, nonverbally and digitally. I must be able to properly voice an opinion as well as know how to defend my strengths as a student and in future as an employee. Regarding the digital world, I have to have the digital communication skills as well because it is very important skill and requirement in modern day companies and possibly in many situations when you have to communicate with email, text etc.

Time Management Skill

Time management is one of the main pillars of performance and productivity, whether in academic or in the professional world. It is a managerial skill consisting in the proper distribution of this resource to develop tasks and projects. Using your time well is essential because time is limited 24 hours per day and a life with the days counted (Rao, 2010).

Each person is different another regarding their concentration limit/attention span, their capacity and effort which they learn but with constant practice and after years and years of practice, their similar life conditions available rest time and other peculiarities, such as the memory of each or the passion which can greatly influence the ability to dedicate to some tasks and others (Morgan, 2017).

Therefore, the first thing you should do is to know yourself putting into practice standard techniques and customising them, adapting them, as they work for you, improving them and adjusting them to you. The important thing to note is that effective task management will ensure more free time and less stress (Marsh, 2012). Time management is essential to fulfil my academic tasks, at least with the most important ones, knowing how to distinguish between the accessory and the urgent or priority (Hepworth, 2010). For this I always make effort to have a good capacity for planning to have self-discipline and knowing or having awareness of how far my capacities can go so as not to go beyond my capability at a given time but staying within my capability.

Time management for efficiency is very important. Therefore, it is necessary to always know your schedules and stick with them according to an established plan to achieve the necessary standards of effectiveness, productivity and quality (Hepworth, 2010). It is also important to differentiate between free time and your busy time and during your free time you should try to relax and forget the clock so you can clear your mind completely and enjoy every second without knowing what is really happening (Rao, 2010).

Time management is very important to my study because when i sleep try to be forget my academic worries so that the next day i can perform all my academic tasks very efficiently.

I need to improve my time management skills so that I can do all my work tasks efficiently and on time. Time management requires

strategy and technique. a strategy is needed when we talk about short, term and long term. When we are planning for long term we are supposed to think ahead into the future and planning long term usually means that we are looking for goals and objectives. After that the next step is to recognize what we need to do it in a timely manner to apply these approaches. When planning and scheduling work the stages we implement and recognise these approaches are very important and we must continue to remain self -disciplined and stick to laid down approach to get the best result.

After developing a strategy, I continue to adhere to the tactics we already know what we want to achieve we must now determine the steps to achieve it. we must include in our agenda essential material for time management. For example, the exact times, the month, the day and time when they should be completed.

Decision-Making Skill

Decision making is an important skill in the workplace and is especially important if you want to be successful in your line of work. If you as a manager decide who to hire for a project or which strategy to use, the ability to make the right decision with the information available is important (Finch and Fafinski, 2014). It would be easy to make decisions if there was a pattern to follow or that could be used in any situation, but it does not exist. Each solution presents its own problems and each person has his own way of solving problems. So how to avoid making bad decisions to a strategy to a good decision making is necessary regardless of the type of decision to be made (Marsh, 2012).

Making decisions is important for many reasons, but one of the most important is that this is a path to progress that I have really learnt. If the decision is successful or not, I have to learn and profit from it.

Problem solving and decision making are fundamental elements of leadership work and success. It is no exaggeration to say that these basic human skills determine who we are and allow us to grow. Every human effort requires someone to overcome difficulties, make a

decision, bear the consequences, and keep control of changing circumstances (Rao, 2010).

Every leader needs to have a good decision-making skill in order to be able to lead his or her people. For example, the decision for the former prime minister to call for a referendum seemed to have been a bad decision making for him at the end. Though it seemed to have been a good decision making at the time of calling for it, but it later resulted to be a bad decision making which led to him resigning as prime minister. This lesson is important as most problems persist and sometimes decisions do not go in line with the way it was might to be and situations like this makes some people afraid of making important decision due to fear of failure. The importance of making good decisions and solving difficult problems is paramount and can never be over emphasised. And even though we know how important decision making skills are there are some people who will never want to be in a situation where they will have to make a vital decision for an important matter or issue because they have this notion that they do not have good decision skill making, but that narrative can be corrected if they work on themselves to become better in decision making.

Conclusion

I have presented and discussed the academic and employability skills, including communication, time-management and decision-making skills by summarising all the important aspects. I found that i still need to develop my ability to relate and maintain effective communication skills which is essential for proper performance at work. Regarding time management skill, there is also a room for improvement as the ability to manage time well at work is necessary because the modern-day employers value this skill in their workers. As far as decision-making skills is concerned, I feel that although it should be improved, my decision- making ability is overall fine.

References

Doyle, A. (2016).

Finch, E. and Fafinski, S. (2014). *Employability Skills for Law Students*.

Hargie, O. (2011). *Skilled interpersonal communication*

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Mulder, P. (2017).

O'Neil, H. (2014). *Workforce Readiness*

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Time allocated: 1 hour. *Please return your paper to the lecturer upon completion. You will need to include a scanned copy of this exercise in the form of an appendix together with your Task 1.*

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

Personalised learning

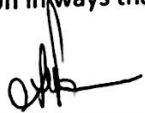
At school and university, knowledge is valued in itself, and learners' success is measured purely in terms of test scores. But in corporate language training, the gold standard of mastery is not a final exam, but the learner's use of the target language in real work and life situations. Here, success means something different for each learner. This makes it extra important for the content and activities in corporate language courses to be personalised learning which is tailored to the individual. For this, we need to understand not only each individual learner's training goals, but also their unique learning style.

For a training course to really succeed, both learners and trainers need to take learning style into account. For the last century, discussion around learning styles has mostly focused on the senses. We have been categorised as auditory, visual, reading-based and kinesthetic learners. This notion has been popularised by Dr. Neil Fleming, who developed a 16-question test which learners can use to figure out which category best describes them. On the plus side, this framework has contributed to the diversification of classroom activities in recent decades. Typical classrooms now incorporate audio and video content and task-based learning, in addition to traditional "textbook" material.

However, the theory of sensory learning styles has also been repeatedly "debunked." Current research suggests that tailoring activities and materials to sensory preferences is less important than choosing the sensory mode best suited to the content. As Olga Khazan in The Atlantic Monthly points out, "most of the tasks we encounter are only really suited to one type of learning. You can't visualize a perfect French accent, for example." Howard Garner, in his theory of Multiple Intelligences (MI), argues that the mode of sensing information is less important to learning than the ability or "intelligence" needed to actually process that information once it has been sensed.

Both Khazan and Garner advise that we should drop the notion of sensory learning styles, and instead personalize learning as much as possible. For Gardner, this means to "learn as much as you can about each student, and teach each person in ways that they find comfortable and learn effectively."

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Date: 16/12/2019

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For Gardner This means "learn as much as you can about each student, and teach each person in ways that they find comfortable and learn effectively".

Good summarising skill.



16/12/2019

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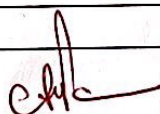
Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1 Write a paraphrase of the following passage.

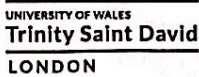
Chocolate has always been considered an affordable little luxury, associated with romance and celebrations. Therefore in 2001, revelations that the production of cocoa in Ivory Coast involved child slave labour deeply shocked chocolate companies, consumers and governments alike. The USA passed legislation mandating that standards be created to permit companies who could prove that their chocolate was produced without forced labour to label their chocolate "slave-labour free." The chocolate industry agreed to an international protocol that would give chocolate producers four years to limit abusive practices.

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is synonymous with romance and celebration, so there
fore when there was a revelation in 2001 that
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glabbergasted. The incident led the USA to
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Lecturer's comments: Good paraphrasing skill.

Lecturer's signature: 

Date: 11/11/2019



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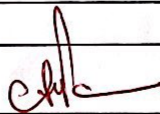
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11/11/2019