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ACADEMIC AND EMPLOYABILITY SKILLS
(BMSW4001_LON)

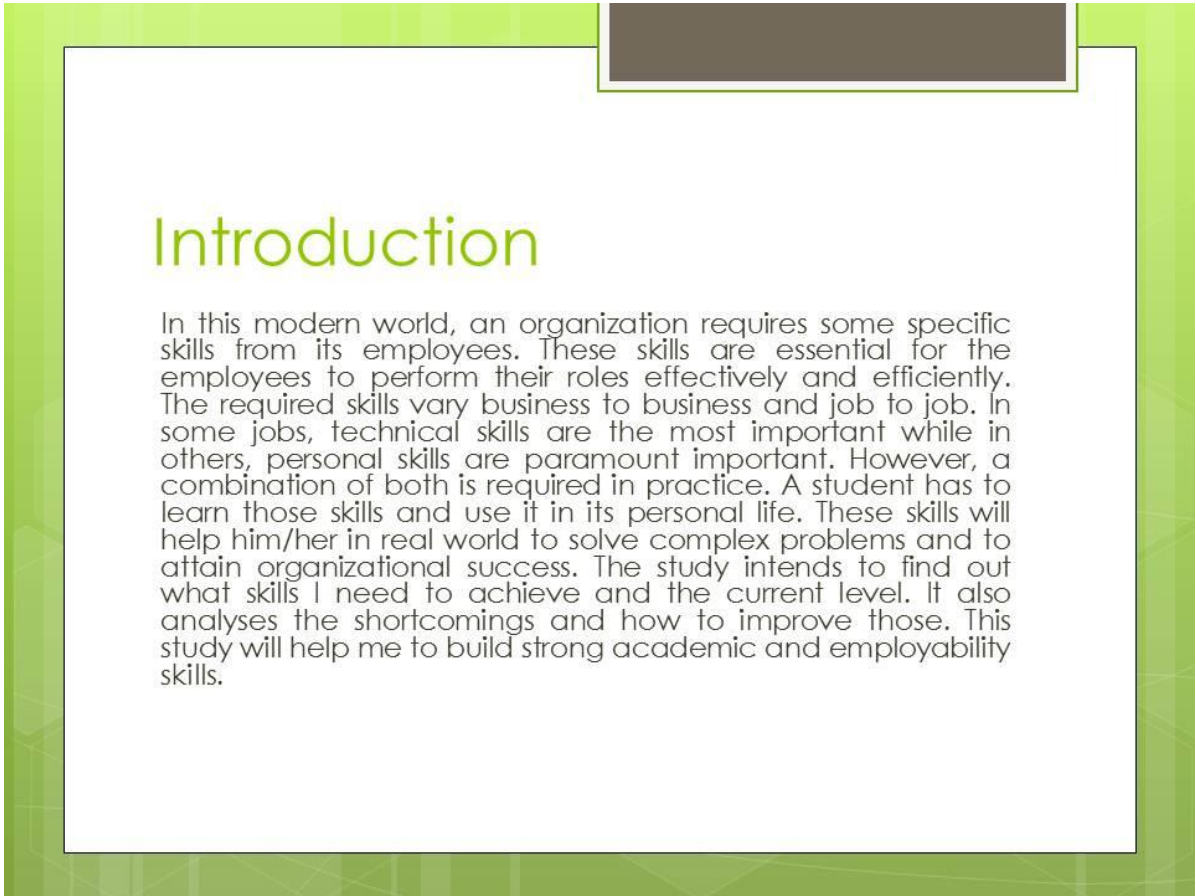
Lecturer: Ms. Sylvia HOFFMANN

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1.0 Introduction

In this modern world, an organization requires some specific skills from its employees. These skills are essential for the employees to perform their roles effectively and efficiently. The required skills vary from business to business and job to job. In some jobs, technical skills are the most important while in others, personal skills are paramount important. However, a combination of both is required in practice. A student has to learn those skills and use them in their personal life. These skills will help him/her in the real world to solve complex problems and to attain organizational success. The study intends to find out what skills I need to achieve and the current level. It also analyses the shortcomings and how to improve those. This study will help me to build strong academic and employability skills.



Introduction

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2.0 Academic and Employability Skills

A student needs to gain some academic skills to enrich his/her knowledge and ensure personal growth. For example, academic writing skills avoiding plagiarism, grammatical error, and spelling mistake. In academic life, he/she needs to learn time management skills to complete a task effectively within time. Without time management skills, the learners cannot identify the required time and make an action plan. Besides, He/she should try to achieve the skills of crafting strategies to learn things in an organized way.

Employability skills are a highly used term in professional life. Employability skills refer to the knowledge and expertise of a person in a particular role that attracts employers to employ someone in his business. These skills are sometimes called soft skills. These skills are required for all jobs no matter their type. Some important skills that I need to achieve are communication skills, planning and organizing, teamwork, problem-solving, leadership, and technological skills.

In the development of academic and employability skills, training plays an important role. Through the training, skilled persons can transmit their knowledge to unskilled ones. Students can learn important skills in-depth for it. It enables them not only to learn but also to use these skills in real life (Haasler, 2013). So, this module through its valuable resources and lectures provides important lessons. Here some important skills that I possess are discussed and analyzed.



Academic and Employability Skills

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3.0 Communication Skill

In everyday life, we have to communicate so many parties for different purposes. If cannot express what we are trying to say, the opposite party will not understand what to do or how to do it. This communication can take four forms viz. verbal, nonverbal, written, and visual. Verbal communication is happened through speaking and listening. The use of words, interlink between words, and comprehensiveness are the most important element in this communication. This is the most used communication method in our life. Nonverbal communication involves emotion which reflects in the face of the person. It is very important to express what one is feeling. Written communication is one that is quite formal. In the business world and academic life, most of the communications are in written form. For example, a business has to make many documents like invoices, cash memos, annual reports, and many other reports for internal and external use (Bolton, 2011). A student has to involve with some academic writing like an essay, dissertation, and so on. The last one is visual communication which involves using the image, graphs, charts, PowerPoint presentations, etc. to exchange information. In both academics and business, one has to deal with this communication regularly (Wells and Spinks, 2017).

From the analysis of my communication skills, it is found that I have good communication skills though I have to improve in many aspects. My strength with this skill is that I can understand the feelings of the opposite parties. I also can write something in an organized way and express exactly what I want to express. I have a good knowledge of using graphs and charts to describe a complex thing concisely and explicitly. Sometimes, I face problems with verbal communication when I have little knowledge of this topic. My writing has not reached an advanced level yet. I can improve it by practicing in my day-to-day life. For example, I can improve nonverbal communication by practicing facial expression and body language and creating awareness related to them. I can take my writing to an advanced level by learning different writing styles and participating in training. To improve verbal communication, joining the club will be a useful solution.

Academic and Employability Skills (Continued)

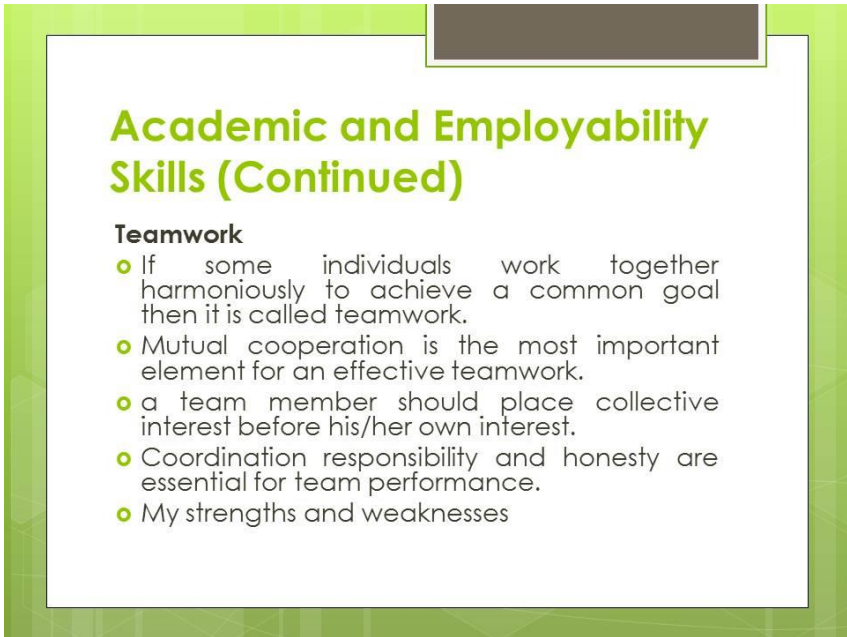
Communication Skill

- communication can take four forms viz. verbal, nonverbal, written and visual.
- Verbal communication is happened through speaking and listening.
- Nonverbal communication involves with emotion which reflects in the face of the person.
- Written communication is the one which is quite formal.
- visual communication which involves with using image, graph, charts, PowerPoint presentation, etc. to exchange information.
- My strengths and weaknesses

4.0 Teamwork

If some individuals work together harmoniously to achieve a common goal then it is called teamwork. Mutual cooperation is the most important element for effective teamwork. In business or educational institutes, we have to create a team for different purposes. For example, companies create a recruitment team where the members work together to bring qualified candidates in the recruitment process, taking tests and interviews and selecting the right one. All the members have their respective roles to play in the team. The collective effort takes the team to success. So, when one works in a team, he/she needs to learn how to perform his/her role in the team. However, there are some common rules to perform in a team. For example, a team member should place collective interest before his/her own interest. Coordination responsibility and honesty are essential for team performance. So, a member has to know what is required by others and when and how it should be delivered. Employers frequently require this skill from a job candidate because they want someone in their organization who can contribute to the company's success (Hendrawan and Daryanto, 2019).

I have a good ability to work in a team. My strength in this aspect is that I have a cooperative mentality and seriousness in my role. I also can communicate appropriately with other members of the team. I feel very comfortable working with people from different classes and societies. The problem I face in teamwork that it becomes challenging to understand teammates from different cultures. I can improve my skill of teamwork by practicing it in my personal life. Honest feedback from the team members will help to improve the skill.



Academic and Employability Skills (Continued)

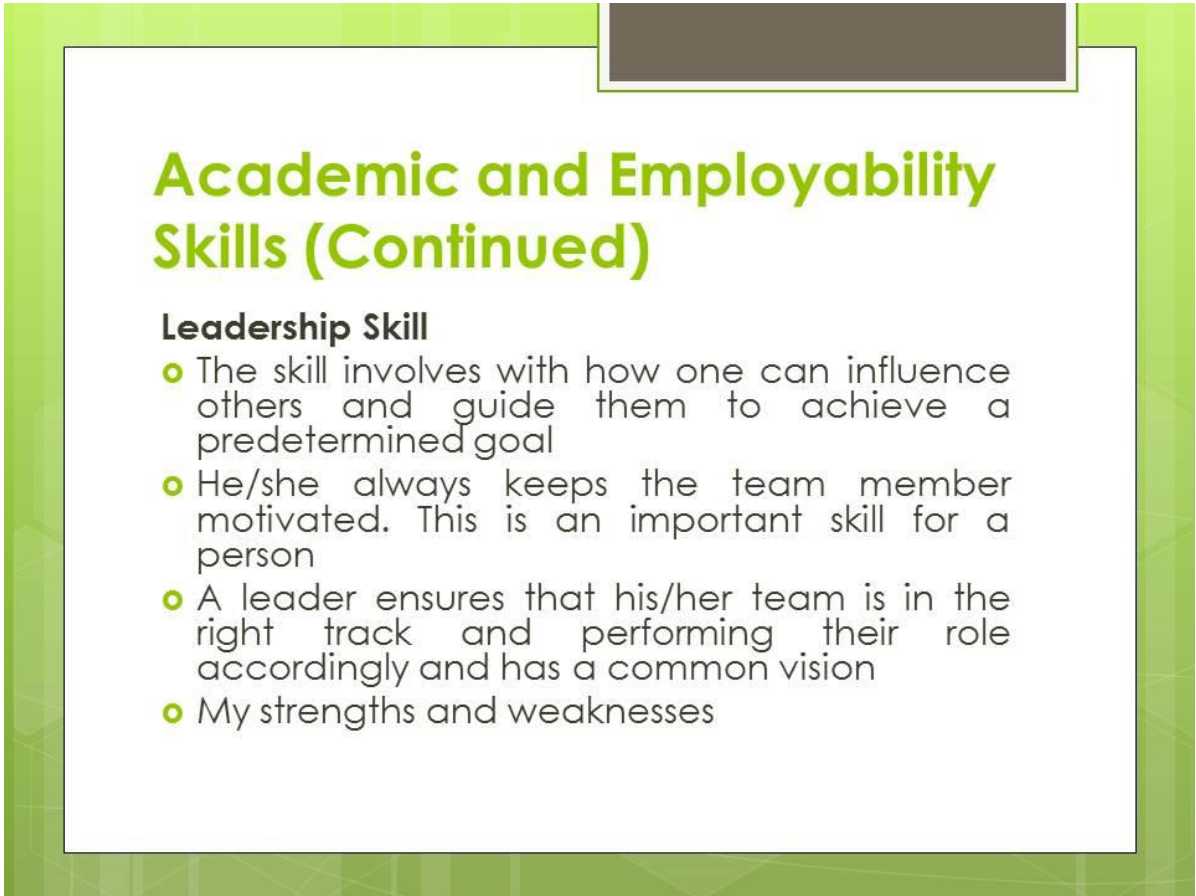
Teamwork

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- My strengths and weaknesses

5.0 Leadership Skill

The skill involves how one can influence others and guide them to achieve a predetermined goal. A leader ensures that his/her team is on the right track and performing their role accordingly and has a common vision. He/she always keeps the team member motivated. This is an important skill for a person. At present employers require this skill from the employees so that they can lead subordinates to add value to the organization. A leader must have the quality like courage, innovation, respect, and transparency (Brungardt, 2011).

The strength in leadership skills is that I am a courageous, respectful, and innovative person. I can work with patience and make people feel free to work with me. I am also familiar with different leadership styles. But the weakness I find in myself is I lack influencing power to some extent. I can improve my leadership skill by taking training and observing the established leader of the real world continuously.



Academic and Employability Skills (Continued)

Leadership Skill

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- My strengths and weaknesses

6.0 Planning and Organizing Skill

Another important skill that I possess and need to improve in some parts is planning and organizing skill. The planning skill is one's ability to decide what will be done in the future and how that will be done. On the other hand, organizing skill refers to one's ability to integrate different functions in a planned way to achieve a particular objective. Both skills are important for a person who is working in a business. A student also requires these qualities to complete a task effectively. An employee at any management level has to deal with planning and organizing. For example, an HR manager has to plan his recruitment process and organize the whole program. Without a prudent and comprehensive plan and organizing all the activities accordingly, no one can complete his/her task up to the standard.

I can plan my work quite effectively. For making a plan, I can break the entire task into some small pieces that can make sense for the completion of the task. I also have a good ability to organize and interconnect those activities. I can distribute time to those activities appropriately. But with a strict deadline, I find time distribution very difficult.

Academic and Employability Skills (Continued)

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7.0 Technological Skills

This skill is a person's knowledge and competency of using different technologies. In the present world, technology has made doing complex tasks easier. At the academic level, a student has to know some technologies that are important in academic writing. For example, the student must know how to work in Microsoft Word and Microsoft PowerPoint or similar software. A professional must know different technologies related to his/her job. For example, a financial analyst must have the competency in using MS excel. Employers, now, look for those people who can use technology and complete his task smartly with less effort and less time.

Academic and Employability Skills (Continued)

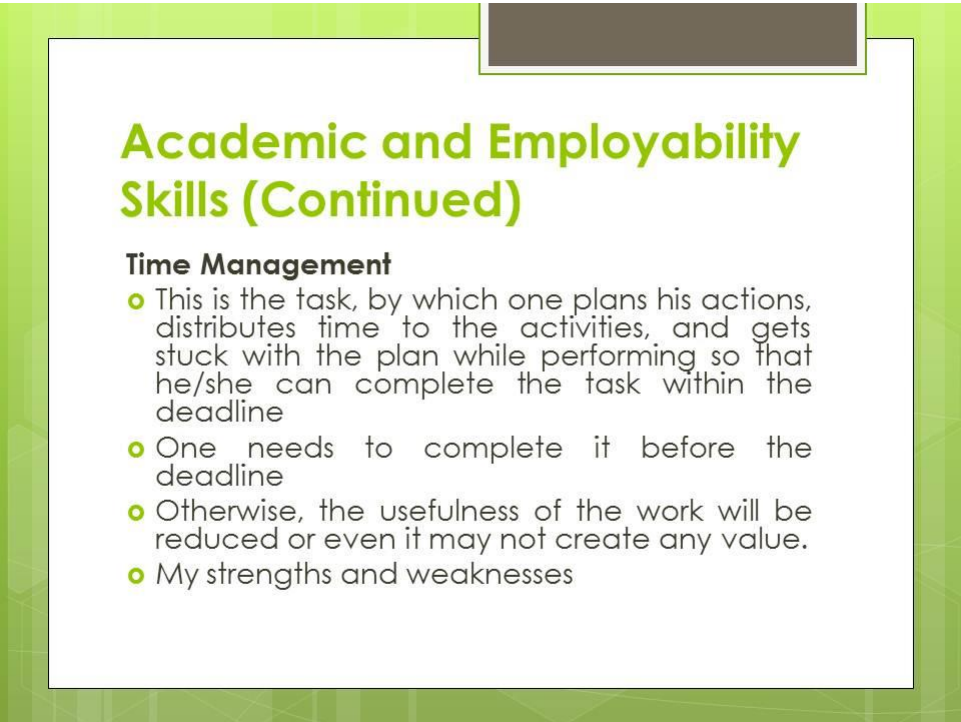
Technological Skills

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- This skill is a person's knowledge and competency of using different technologies
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8.0 Time Management

Time management is important for every person of any profession. This is the task, by which one plans his actions, distributes time to the activities, and gets stuck with the plan while performing so that he/she can complete the task within the deadline. Doing work is not enough in the present world. A person also needs to complete it before the deadline. Otherwise, the usefulness of the work will be reduced or even it may not create any value. In completing the academic task, a student also needs to make time planning.

I start my time management by setting a goal. For example, to do this task, I have set a goal that I will create a quality presentation and prepare me to present all the important things. The next step of time management is that I plan with necessary activities and break them into some reasonable pieces. To complete this task, I have broken my action into- gathering knowledge, making research, creating a structure, and writing down it accordingly. Then I assigned a suitable time to each action. I have studied necessary materials and related works of literature for two weeks to enrich my knowledge. Then, I have made research for one week and structured my writing. Finally, I have written down it.



Academic and Employability Skills (Continued)

Time Management

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9.0 Personal Development Planning

A student needs to develop his skills and knowledge and produce all the qualities required for his/her future. Personal development is the process that enables one to improve himself in gaining necessary qualities with conscious efforts (Cavaliere and Sgroi, 2016). A personal development plan can help to achieve those qualities and make one's dream come true. My personal development plan aims to improve some qualities that I lack and create new ones that can help me to be successful in my career. It can bring impactful change in my qualities and ensure personal growth (Aşkın and Tatar, 2013). I have to improve especially my time management skill, communication skill, and leadership skill. Additionally, I have to learn new technology that is required in my career. This long-term goal can be achieved by attaining short-term ones. I will take training and mentorship to improve each quality in different stages. The learning I will use in my life and practice regularly. I will regularly monitor my improvement to ensure that I really add some value to myself. I want to achieve the mentioned skills at an adequate level within my student life. The expertise will be achieved gradually when I will be in professional life.

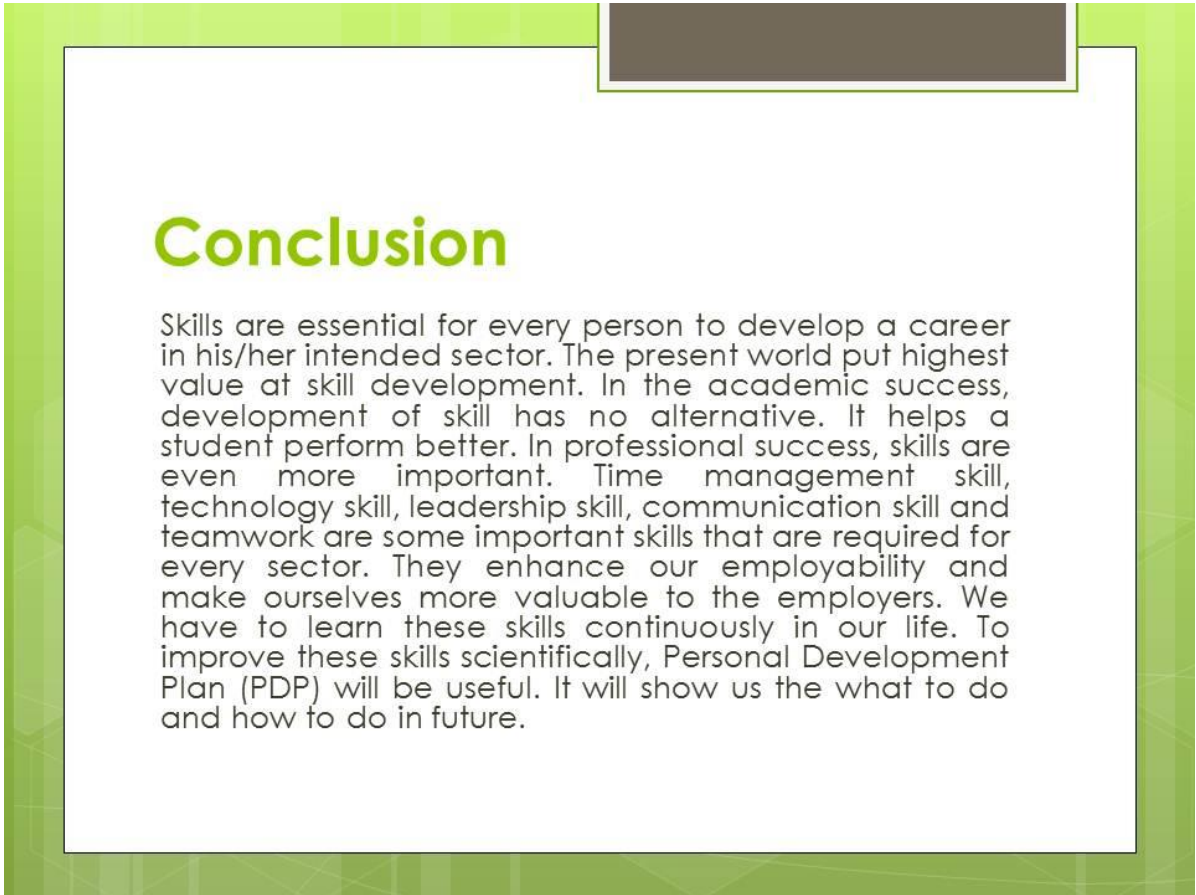
Academic and Employability Skills (Continued)

Personal Development Planning

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- My personal development plan aims to improve some qualities that I lack and create new ones that can help me to be successful in my career.
- I will regularly monitor my improvement to ensure that I really add some value in myself

10.0 Conclusion

Skills are essential for every person to develop a career in his/her intended sector. The present world puts the highest value on skill development. In academic success, the development of skill has no alternative. It helps a student perform better. In professional success, skills are even more important. Time management skills, technical skills, leadership skills, communication skills, and teamwork are some important skills that are required for every sector. They enhance our employability and make us more valuable to employers. We have to learn these skills continuously in our life. To improve these skills scientifically, Personal Development Plan (PDP) will be useful. It will show us what to do and how to do it in the future.



Conclusion

Skills are essential for every person to develop a career in his/her intended sector. The present world put highest value at skill development. In the academic success, development of skill has no alternative. It helps a student perform better. In professional success, skills are even more important. Time management skill, technology skill, leadership skill, communication skill and teamwork are some important skills that are required for every sector. They enhance our employability and make ourselves more valuable to the employers. We have to learn these skills continuously in our life. To improve these skills scientifically, Personal Development Plan (PDP) will be useful. It will show us the what to do and how to do in future.

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