

Employability and Academic Reflection

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Introduction:

Employability are transferable skills capabilities that are beneficial in nearly every job. They contain the development of an expertise, understanding base or mindset that makes you more attractive to employers. Employment capabilities are also referred to as employment skills, work competencies or foundational skills. They enhance your performance, reduce errors and promote collaboration with your colleagues, enabling you to perform your duties effectively. If you want to increase your chances to be employed, you should make sure you have the required skills for the role you are applying for because most candidates may have the same level of qualification, but if you have unique capabilities, you can always stand the chance to be considered for the role. (Indeed, 2020)

Time management, academic writing, public speaking, and CV writing are very important skills or requirements we need to attract potential employers. If you want to be successful, you must pay greater attention to the already mentioned topics, because the primary reason for formal education is to prepare yourself for job market or leadership roles and to be use for community, country and the world.

Time Management

Time management” is the method of organizing and planning how to divide your time between specific activities. Good time management allows you to work smarter not harder. You can achieve more in less time. Good time management increases effectiveness and decreases pressure even when working within a limited time frame. We all get the same 24 hours but, some people achieve more than others because they are using good time management to their advantage. Those arguing that we should waste our time to learn time management are totally wrong considering the benefit we are getting from it. (mindtool n.d.)

I started this course with a limited idea about time management skills. I Used to waste precious time on less important things. My time management skills improved significantly after my first class on this topic with my Lecturer. Her approach by encouraging class participation make it even easier to understand what time management is about. I consider this topic as very important because I am more organised with my daily activities than before. After my first class on this topic, I started thinking whether I am using my time efficiently, how do I waste time, and what distract me from study or work.

Challenging myself with an action plan was my next move. So, I bought a diary listing down my daily activities into priorities from high, medium and low. I estimated the time required to do each task leaving enough room for planning, problem solving delays and interruption. For consistency, I always review to know how I spent my time on each activity. Also review the use of my time and my priorities. Checking my to do list and avoiding multitasking is a perfect way to stick to my daily routine.

With proper time management, you will be able to complete your tasks on time, work and study efficiently, reduce unnecessary stress and build your professional reputation.

Academic writing

Academic writing serves as means of interaction that conveys obtained understanding in specific discipline of study. Writing academically will assist college students analyse, bring understanding, think critically on skill and style.

When we write, we will sincerely seem to be at previous writers' thoughts or work and shape our very own understanding. We just cannot summarise what they have done. We do want to guess why it was completed and appear for methods we use in the future. We research to analyse from our evaluation and come out with what is important.

In higher establishment of learning, it can be difficult for college students to provide an explanation for what they know, especially on complex subject, if they are terrible in educational writing. Writing and essays will permit college students to explain what they apprehend and recognize through the usage of the right phrases and patterns and make the records understood via others.

In academic writing, technique or skill is vital and it should be used to convey ideas. If you have learned or practice essay writing earlier in your studies, you will find it easy to write structured essays. (Aziz Ahmad 2018)

This is one of the most important topics in academia. Basically, we all go to school to be able to read and write. Using Gibbs' reflective circle, my class lecture is a good start and motivation for me to immediately realised that I needed to do more to improve my writing skills and techniques. Therefore, I have spent a lot of my time on research, reading scholarly articles, journals, magazines and even news to upgrade myself in writing structured essays. I am not there yet but I have realised that by reading and doing exercises regularly can improve my academic writing skills.

I know, writing skills is crucial and very important for one to be considered educated. Therefore, I am currently embarking on an ambitious plan to improve on my academic writing skills through research, reading and watching news.

CV Writing

The Latin word for CV is curriculum Vitae which means 'Course of life'. It is well detailed and structured document highlighting your career, qualifications and education. It includes information about your achievement, experience, or awards. Usually, a CV should be two or three pages, but it may be longer in some cases. (Indeed 2021)

CV is a document design to market yourself to potential employers. It is very important to include eye catching. When you format and organise your CV in a structured way, means you are adding value and increasing your chances to be hired.

I have writing so many CVs in the past without following correct and acceptable method of a proper CV. Before I started this course, I was not paying attention to the importance of a well written CV. The most frustrating part was to have applied for so many jobs without getting any feedback even though I knew feedback is legally not required if someone is not hired for the position for which they applied for. What I really wanted to know, was the reasons for not been considered for these roles. Because in my opinion, it only when you get feedback explaining to you the reasons why you have not been hired, you will then be able to work on the areas that needs improvement.

Luckily, I was invited for a job interview and I was asked to bring my CV with me. I submitted my CV and did the interview with a panel. After the interview I was told to wait. About half an hour later I was informed that I have been hired but the manager explained to me why I was offered the position and what could have been the reason to reject my application was my CV. I carefully asked him about what I needed to do to improve on my CV writing. His advice was to check online or preferably to pay someone to do it for me. So, I started doing my research online on how to prepare an acceptable CV. I had so many ideas but, I was looking at the bigger picture (going back school). With no regret, enrolling for this course has been very useful to me. After my first lectures on this topic, I am confident to say that I can now write a structured CV without the need of asking someone's help. I now know a structured CV must include the following: Name: Email Address, Contact Number, Address (optional) Social Media: Twitter or skype and personal statement.

Personal statement is a brief, clear and concise and should be two or three sentences or two or three lines long.

Personal statement is very important in CV writing because it briefly tells who you are, your career goals and your suitability for the role. With just few line or sentences, you can attract potential employers.

Public Speaking

Public speaking is an excellent way creating your own development on many levels, enhancing verbal exchange abilities is beneficial in nearly every area of life. Whether your aim is to interact in political debate, make a profession as a motivational speaker or gained confidence in front of an audience, public speaking can assist you meet your goals.

Effective public talking can help with profession advancement, as they indicate creativity, vital questioning skills, leadership abilities, professionalism, qualities which are very treasured for the job market. Speaking at activities and conferences is a true way of building credibility. You can add to you CV as an achievement as a good speaker and your speaking abilities are recognised.

Public speaking can additionally assist you to stand out at work. You will learn to communicate up in meetings, to promote your ideas and to present yourself as a professional. Speaking abilities can also assist you to do well in job interviews.

After addressing few events, people will be mindful of you and start to see you as an authoritative figure in your vicinity of expertise. You will see yourself getting new customer and business from people who watched you speak. So many doors will open for you. (Dom 2017)

Public speaking is one of those areas I need to work and improve myself on. My confidence level speaking in front of an audience of people is very poor. I remember the first day of this course we had to introduce ourselves, even though it was tough for me, I was able to do it. During class sessions, I have continued to improve by engaging through communication. Going forward, I have set myself a target to be shy free and use my class to boost my confidence level. Ms Rita have done a lot trying to engage with us through class participation and it has helped me greatly.

Furthermore, knowing that public speaking is my biggest challenge yet, I am taking a proactive and tailored actions to improve myself to be more comfortable addressing people. In My last presentation, I realised that knowing in detail what you are going to present can reduce your anxiety and boost your confidence level. You have to be calm, don't rush, try to have an eye contact and speak in a steady pace. However, my confidence level, shyness and my anxiety are the things I need to pay close attention to. In today's professional career development, presentation/public speaking is a very important skill you must have. You should be able to not only study about it but also to demonstrate that you can do it.

I have been watching videos on YouTube, doing research online on how to overcome your fear public speaking and become an orator.

Conclusion

Personal development planning is vital for building academic and employability skills. Reflection and self-evaluation, enable students to identify their own strengths and weaknesses, make provision for self-development and improvement. Students should go out of their comfort zone and get involve in decision making processes to prepare themselves for employment opportunities. Self-development outside school gives you the necessary skills needed for your career development. When reflecting in the areas I need to improve on, brings me to realisation that job experience is very crucial for personal development. The lack of job experience could be an obstacle to land yourself a dream job. Active participation in research, volunteer work, placement can be very useful and can boost your confidence and enhance your skills.

Personal development plan is based on self-reflection and comprehensive action plan to achieve your personal, academic, career and professional goals. (Amber, n.d.)

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