



ACADEMIC AND EMPLOYABILITY SKILLS

(BMSW4001_LON)



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Introduction

Business world is changing faster, demanding new and different skills in order to open employment opportunities which are closed for those who are not willing to update their expertise's such as intrapersonal skills; that are nowadays equally or more beneficial for employers. Having the right skills to find or reach your dream job, is vital requirement on business world that you have to master.

This report has the objective to explore the skills, analyse soft and technical skills, in order to nurture and develop new capabilities as well as gaining confidence and tools to complete this course, with the intent to polish the Curriculum Vitae and attract attention from intended companies with the aim to be employed with them. Moreover, correlate S.W.O.T analysis with academic studying can explain the importance of learning, mature ideas that afterwards can be implemented in the workplace. Lastly, according to the available theories, class materials; lectures and exercises, that are helpful in the analyses of academic and employability skills.

Skills Definition

Skill is a expertise developed through training or educational process, facilitating the conclusion of tasks more productively; especially if they are repeatedly used.

Skills can be separated in several categories, however the focus will be pointed to hard skills also named technical skills and soft skills. Both categories can be equally improved or developed as each person realize the importance of a particular asset of competences.

Hard Skills / Technical Skills

Hard skills are the capacity to execute specifics and functional pieces of work (Cimatti, 2016). Hard skills are obtained in form of certificates, trainings and degrees. Normally, described in CVs and discussed in interviews, hard skills are the easiest to identify because they can be quantifiable and evaluable scrutinised (Srinivasan, 2019). Although at present, the recruiters are more interested in soft skills which are in high demand around Companies. My IT skills and till skills were acquired in different trainings, considered extra expertise's that can enhance the quality of my Curriculum Vitae.

Soft Skills / Transferable Skills

After an intense research it was difficult to define soft skills accurately. According with Alfonso and Baumgarten (2019), soft skills are described as interpersonal qualities and personal rules that well-applied in workplace or different environments brings harmony and good relationships. Moreover, Soft skills are also called transferable because they are taken along with the citizen wherever he/ she goes which enable the development and growth of employability and studying skills if learnt or improved. As example of soft skills are Communication, Time management and Team-working.

Communication

Listening, speaking, writing and reading are the most basic abilities we have got, but sometimes very hard to apply for a foreigner. According to Morgan (2017), listening is the capacity that enable understand verbal messages. In workplace listening properly the customers will help to provide the right resolution for problems presented. Besides that, a person willing to improve listening skills to comprehend others more easily, tend to empathize with the team which could avoid disputes during the assignments and in other situations.

Speaking comes directly related with listening. Speaking the right set of words while using the right tone will help deliver the exact solution to customers and also come up with impactful speeches during presentations. Although, speaking requires adaptation according to audience or person otherwise the wrong message can be send by not using the right words. So, before speaking is necessary think and articulate carefully the words chosen to keep away misunderstandings and unnecessary troubles.

According to Suarez (2019), to write an email, an assignment or any piece of text in order to send the right message or be considered significant, you have to master the writing skills. Recognize formal style and informal writing, apply the proper tone; learn the techniques of grammar, punctuation and never forget to proofreading makes possible communicate clearly and concisely when necessary . In consequence, put down the essays, emails and presentations for work or academic studies will steal less of your time when writing in plain English.

Reading plays a vital role in our daily lives. Considering in whatever place you go; train, work or University always find something to read or instructions to follow, reading has to be one of priorities in our lives and improve it our primary choice. The result at workplace or even at University is having the advantage of understanding that facilitate the accomplish of deadlines and tasks specified.

Time Management

According with Morgan, (2017), time management is how someone can be productive with their time. According to Rosenberg, (2017) time management part of parental teachings, however when this valuable skill is not taught by the parents, school is introduced in citizens lives which give them the second awareness about time management. Moreover, learning arrive on time at classes or finishing exams within the time given; or even deliver individual or group assignments without delay can be challenging but tangible. In result, time management will be developed and transferred to workplace, shown by the accomplishment of targets given during the shifts or in other many occasions. In addition, learning about the importance of punctuality as result of managing properly the 24 hours of each day, will bring positive consequences such as improvement of their grades and transform those students in more consistent and trustful employees. I consider myself exceptional in organizing my time, around personal and professional activities such as job, time around friends and family, however my new routines (attending classes, studying to improve the English language to do better on assignments) brought new challenges that only can be crossed over if prioritizing is my priority.

Team-Working

According to Morgan, (2017), consist in having a number of men and women focused on the same objective to achieve a common goal, however is preferable that the members of the team do not have the same background, bringing to the environment different skills and experiences that increases the potential of the success of the team. Katzenbach and Smith (1993) stated that the teams must have maximum seven co-workers in order to be more functional. Plus, the goal proposed is the most important aspect where all members are willing to quit of something or make sacrifices, along with clarity and plan drawn. In addition, teams need to resolve their disputes and support each other for the accomplishment of the project. According to Morgan (2017, pp209), exist “good reasons to avoid working with friends”. Relating Morgan’s words with my life experience from workplaces, I totally agree. When working with friends various frictions might occur, where friends do not have the same view around what is working in team or might become lazy and overload the other members of the team with their parts of the project. The outcome can result in the breakage of trust and friendship due to the misinterpretation of the capability of friends working together as team.

Academic Skills

This group of transferable skills will save your academic life. Rephrasing, researching, presenting information and summarizing at first thought seems insignificant aspects, without any utility soon academic period finish, except that developing those academic skills will built students confidence to perform better at workplace and transform their careers positively.

According to Gahan (2018), paraphrasing is rephrasing others peoples words without losing the essence of the topic. Rephrasing will help you acquire more vocabulary and avoid plagiarism which means the appropriation of others people words and ideas. The act of plagiarism can put you in very serious trouble breaking the trust of the Institution in you.

Certainly, as you develop research skills your vocabulary will be multiplied. As consequence of your research skills improvement, you will be able to achieve maximum productivity with minimum effort. Furthermore, the increment of your vocabulary makes you more confident, reflecting the results when presenting information, at academic or career levels. Even though, presenting information is related with the kind of message you want to send or people you would like to impact. According to (Morgan, 2017), finding a balance between formal and informal style during the presentation is important because will affect the audience engagement and understanding when sharing information. In order to avoid unpleasant experiences like nerves breakdown during a presentation, is necessary to practice and rehearse as many times necessary. Being self-confident and calm is helpful for the success of presentations.

According to Freedman (2012), summarize is the reproduction of work done by yourself or others, using a few words to describe the main ideas and goals. It helps to keep ideas as to be used them on assignments or understand rapidly which steps follow on a task given.

S.W.O.T Analysis

Typically is the search of internal (Weakness and Strengths) as well as external (Opportunities and Treats) aspects of a business or a person to obtain vital information in order to build guidance around goals proposed (Shaw, 2017).

Strengths

Three of my biggest strength are the ability of working-under-pressure, problem-solving and punctuality. Working-under-pressure and problem-solving walk together either in workplace or school because in both environment always are found tasks and guidelines to follow and manage, otherwise grades or job can be jeopardize and lost.

Punctuality is seen as a great value point in a workers or students because sends the message that you are a person that can organize sharply your schedule and demonstrate respect for the others who have their obligation and schedules as well. Moreover, to increase my technologic abilities and general knowledge, I completed an IT course (level 2).

Weakness

Along with my new job at Lidl I discover an interest aspect of myself which is I get quickly bored on day-to-day job if I do not keep learning something new. For this reason, I know that leadership position suits me and I am capable of growing in a Company. More training in leadership could help improve my strengths in this area as develop my weakness that are the capability of delegating tasks and empathise with co-worker on a genuine matter. Other weakness is the lack of Certificates or degree in Management important nowadays.

Opportunities

Lidl is my main focus now in terms of job's opportunities because is International Business Corporation, stablised around Europe and growing inside of England as well as having thousands of position available and one of the best wages on retail market. In addition, the fact of working already to this Company open opportunities to gain knowledge and network that could help me conquer a leadership position or even more. Having the opportunity to continue studying and learning from inside will be essential to build the assets needed to go higher at Lidl or other big Company.

Treats

One of biggest external issue at the moment resides around Brexit and how will affect retail jobs, leadership positions or mutate the Companies in order to survive the changes that might happen. Other treats are the workers with more experience, more years working for the Company or having a good network inside the Company.

I could also be a treat to myself as well, if I do not believe on my potential to evolve as a human being and professional, together with capacity of spot opportunities inside the Company when they appear.

Conclusion

Pretended skills have to be conquered or improved in order to move forward on your carrier, become more productive in your job or looking for a promotion per example. Several definitions are found through books or online to describe skills, however I believe the one above suits for the propose of this report.

Therefore, skills are divided in many categories and characterizing them will depend on the assignments, research or any kind or work related to this object, but only two sub-categories were used, hard and soft skills. Hard skills are known for being the ones learnt through any type of educational training and soft skills if you are born with them, good! They can be turn in unbeatable skills but if you do not have them, never is too late to learn them with training, apprenticeship, etc. Soft skill stands for many transferable expertise's. Although, for this report were explored Communication, Time management and Team-work that can be easily transformed in Employability skills because master them put anyone steps away from da competition. Employability skills along with academic skills taught in this course, definitely will boost all capabilities intrapersonal and trained skills. S.W.O.T analysis typically applied for development of businesses, can also be used for the analysis and recognition of personal characteristics. As consequence of the analysis, strengths and weaknesses along with opportunities and threats are traceable, eliminable or gainable for a greater purpose, sustained by variable goals. In sum, the S.W.O.T analysis along with the development of hard and soft skills whereas through educational or any other type of training will give the tools to trace a plan with the objective to achieve personal and professional target planned.

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APPENDIX:

 **UNIVERSITY OF WALES**
Trinity Saint David
LONDON

Academic and Employability Skills – BMSW4001
Term 1
In-class exercise 1: Paraphrasing (Oct 2019)

Student Name: Taino Ferrnande **Student ID:** 1906509

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.

~~Chocolate has been ever associated to festive dates~~
Chocolate was ever linked with festive dates, romantic moments, ~~and~~ being a small as well as cheap luxury.

~~Furthermore,~~ Furthermore,
The world being outrageous / the revelations news surrounding the companies that produce cocoa in Ivory Coast and
* minor workers without wage.
* A law ~~was~~ had been approved by USA, No.
basing companies comply with
"slave-labour-free" label, when showing
* prove of non-slavery work.

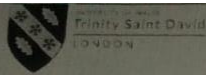
The chocolate companies sympathize with the international agreement, steals 4 years to stop with savage method.
This long word.

~~by the way~~ * evidences
* child exploitation
* were part of

Lecturer's comments: this is very confusing.

Lecturer's signature: [Signature] **Date:** 15/11/19

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Academic and Employability Skills (ACE) – term 1
BMSW4001
In-class exercise 2: Summarising (Oct 2019)

Student Name: Tina Fernando Student ID/Group: 1906509

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 your Task 1 (part of the Assignment for this module).

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.

To be a great leader, you need to start by leading yourself

^{extra} Most people go into top positions with good intentions, but those often crumble due to the demands — and perks — of the job. If you want to succeed, devote some time and energy to self-leadership, says consultant Lars Sudmann. Being a leader is a little like being a parent; beforehand, we have all these rosy visions of how we're going to do it, how incredible we're going to be, and how we'll sidestep the mistakes that we see other people make. But when it's our turn to assume the role, we find that reality doesn't match our expectations or imaginations. Sudmann, for example, believed that he would ace his first leadership role. Then, he held his first major staff meeting, an employee asked a question about the company's email signature, and the proceedings — and his command of them — completely fell apart.

After some months, Sudmann realized he was fighting against certain ^{rooted} entrenched factors that keep all leaders from improving. Like many in the working world, leaders have too much to do and not enough time to do it; they don't clearly think through their priorities and strategies; and being in a position of power causes them to assume that the people beneath them will take care of a lot of problems.

Sudmann found a potential solution to these "classic leadership problems" in Marcus Aurelius, the Roman emperor and Stoic philosopher. Rather than spending his time trying to learn to rally and guide others, Marcus Aurelius focused a surprising amount of his energy on mastering self-leadership. Sudmann has found this orientation tremendously helpful. Below he breaks down three actions that go into self-leadership.

First of all, you need to be aware of your shortcomings; leaders need to know all of their ^{tendency} biases, predilections, and weaknesses. Another idea is to take 5-10 minutes every day to think about the challenges you've recently handled and the ones you'll soon face. While Marcus Aurelius was fond of reflecting in the evening, Sudmann likes doing this over morning coffee. Questions to pose include: "How did my leadership go yesterday? How would the leader I'd like to be have faced the challenges I faced? What about my challenges today? What could I do differently?" Write down your thoughts so you can refer back to them and learn from them.

Also, regulate your feelings; no matter how much preparation and reflection you put in, there will be employees, colleagues, clients and associates who anger, frustrate or annoy you. That's where the practice of "reframing" comes in; stopping and asking yourself ... on a scale from 1 to 10, how important is this issue right now? Then, give yourself a moment to think: "How would the leader I aspire to be handle this situation?" The answer will come to you.

Lecturer's signature: _____

Date: _____

15.11.19 (ACE)

Ex.2. Complete the blanks in such a way that the meaning of the second sentence is as close to the original sentence as possible, using the word in brackets where given. Pay attention to grammar and make sure what you write matches what is already given.

Restructure sentences:

- 1) There will be a few changes around in the office. (announce)
The boss announced a few changes around in the office.
He/she announces
- 2) He doesn't write to me as frequently as I wanted.
I wish he wrote to me more frequently.
would write / wrote
- 3) We were concerned about her health.
We had some concerns about her health
concerns / worries
- 4) You weren't careful, so you made so many mistakes. (had)
If you had been more careful, you had not made so many mistakes.
had not made (make mistakes)
- 5) The council cut funding so we could not provide free parking.
Because of cutting funding, the council could not provide free parking.
cutting funding free parking
- 6) His proposal was a failure as it was too theoretical. (relied)
His proposal was too theoretical, so it was a failure.
was a failure
- 7) It was Mary who stole money.
He accused Mary of stealing the money.
Mary of stealing the money
- 8) He seems well-educated. However, he's not very bright. (although)
He is not very bright, although he seems well-educated.
even though
- 9) Universities place the burden of understanding plagiarism and attribution conventions on students.
The responsibility for plagiarism and attribution conventions is a burden placed by universities on students.
- 10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third)
A third of adolescents with one baby, have a second baby within two years of the first baby's birth.

Lecturer's comments:

Fair attempt -

Lecturer's signature:

[Signature]

Date:

13/11/19

Irina Fernandes

* make a cake

Ex.2

Re-read the text 'To be a great leader, you need to start by leading yourself' on the previous page.
Summarise main ideas from the text in your own words. Write about 175 words.

Leaders to achieve success on their position, some self-reflexion must be done first of time.

A great part of leaders ~~have~~ have the wrong vision of what it is to be a leader and they are ~~think~~ naively optimistic, believing that ~~the~~ they will not follow others' leaders' wrong decisions.

should be shorter and more concise

~~At~~ Friedman understood the complexity of the job after take over the position for a while. He understood the rooted factors stop him to go further with his plans and the tasks are overwhelming, because the staff associated to them are not ~~the~~ supportive which ^{ing} ~~was~~ thought.

Sudman found easier to follow Roman Emperor philosophy, which make him ~~be~~ ~~that~~ do more ~~is~~ in introspection analyses than the other followers' ideas. To make others follow his ideas.

The philosophy stands in 3 steps.
1stly realize what are your limitations.
Furthermore, take a couple of minutes each day to analyze your actions and the improvements that can be done according with it.

Finally, control your feelings will help you make the smart use decision during your leadership time.

Lecturer's comments:

A bit confusing to start with but you have listed the three steps clearly.

Lecturer's signature:

Date:

13/12/19