

**MODULE NAME: ACADEMIC AND EMPLOYABILITY
SKILLS**

LECTURER NAME : MOLLY JACK

STUDENT ID : 1917193

Table of Contents

Task 1: Presentation	3
Introduction	3
Academic skills	4
Employability skills.....	5
Significance of SWOT analysis	7
Time management tools	8
Personal Development Plan (PDP)	9
Conclusion.....	10

Task 1: Presentation

Introduction

Introduction

- Becoming an efficient learner
- Importance of presentation skills
- Competitiveness of labor market
- Dealing with various kinds of customers



(Source: <https://www.locusassignments.com/solution/assignment-employability-skills>)

Determination of academic skills is very important because it helps a person to become an efficient learner. Many times, presentation skills are required in a job. In that case, also, the academic skills are required. Employability skills have become very important in present times because the labor market has become extremely competitive in present times. In order to deal with various kinds of customers, it is also important. Employability skills are very on the ground of handling career paths and job performance.

Academic skills



In order to perform in a company in a better way, it is important to have certain academic skills. Being a supply chain manager, it is required to write a letter or something to other executives. From that context, the importance of writing skills can be mentioned. Along with it, the importance of presentation skills can also be mentioned (Osmani et al. 2019, p.424). In that context, it is important to mention that in the workplace, the company may provide for training in which these things are covered. However, in those training, the presentation skill is not learned from the beginning (Cotronei-Baird, 2020, p.223). In other words, it can be said that the advanced level of these skills may be incorporated in those training. Therefore presentation skill is very much important. For the work purpose, it is important to have proficiency in English language speaking. As a warehouse management, the demand for it is quite high. In that context, it is important to mention that academic skills are not enough to excel in the workplace. However, the significance of it cannot be ignored.

Employability skills



The employability skills that are learned from the responsibility of a supply chain manager are elaborated below

Communication: Communication skills can be of two types and these are oral communication as well as written communication. The responsibility of the senior manager helps in developing both the skills. Being a manager, it is important to deal with other management staff. Apart from that, sometimes it is important to deal with a direct client. In that case, both kinds of communication are required (Menz, 2020). In that context, it is important to mention that the skill of oral communication is developed with time but in the process of improving written communication, it did not take much time.

Problem-solving: It is one of the most important skills that can be mentioned on the ground of employability skills. Sometimes the situation demands a quick decision. In that case, the skill has become very important. However, in that context, it is important to mention that the problem-solving skills were not developed at the starting level. However, it developed gradually with the time. (Cotronei-Baird, 2020, p.223). In that context, it is also important to mention that the importance of analytical thinking skills has connections. In order to solve a problem, it is very important to understand the root of the problem.

Employability skills

- Management of different kinds of junior staff
- Importance of online videos and articles
- Time taking procedure
- Use of modern and upgraded technology
- Necessity of training session for improving skill



Unit 25 Employability Skills Assignment - Tesco

(Source: <https://www.lacusaassignments.com/solution/unit-25-employability-skills-assignment-tesco/>)

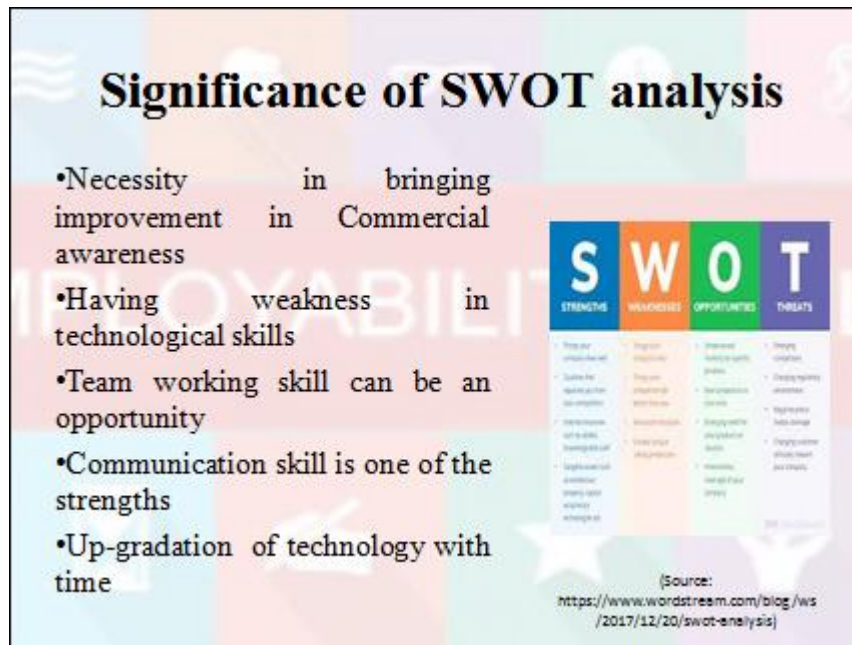
Organization skills: Being a supply chain manager, it is important to oversee the overall supply chain of the company. Therefore organization skill is very much important. In the initial stage, it was not improved. However, with time the skill was developed with handling various kinds of issues. The importance of it is essential for maintaining relationships with distributors and vendors (Suartha et al. 2018). Organization skill helps to conduct different kinds of work within a short span of time. As the skill was not improved in the beginning, seeing videos helped to improve the skill.

The skill of self-management: It is a fundamental duty of a warehouse manager to manage different kinds of people. In order to meet different kinds of people, it is extremely important to have control over self. In order to bring improvement in this particular skill, it takes quite a long time. It took quite a time to identify strengths as well as weaknesses. In that context, it is important to mention that the initiative of turning weakness to strength was taken in the process of self-management (Sharifi et al. 2019). Various kinds of videos, as well as online articles, can also be mentioned in that context.

Skills related to technology: Considering present times it can be said that in order to maintain supply chain management, modern and upgraded technology are used. Therefore, it is important to have knowledge of these technologies. Both theoretical as well as practical knowledge demands in this regard. Many times it is required to provide training about technical skills to the junior members. Therefore, it is very important to have in-depth knowledge as a manager. Training sessions in the workplace are helpful in this process. The significance of online videos can also be mentioned in this regard (Osmani et al. 2019, p.424).

All these skills are very important because all skills help in completing work within a specific time period. At the same time, the importance of those can be addressed on the ground of successful complications of the work as well.

Significance of SWOT analysis



Strength: Based on the academic as well as employability skills, it can be said that time management is the skill that can be mentioned in the context of determination of strength. Apart from that communication skill is another important factor that can be mentioned in that context (Wolff and Booth, 2017, p.54). More specifically it can be said that writing communication skill is more strengthful than oral communication. Self-management skill was not initially a strength but later it has become a strength.

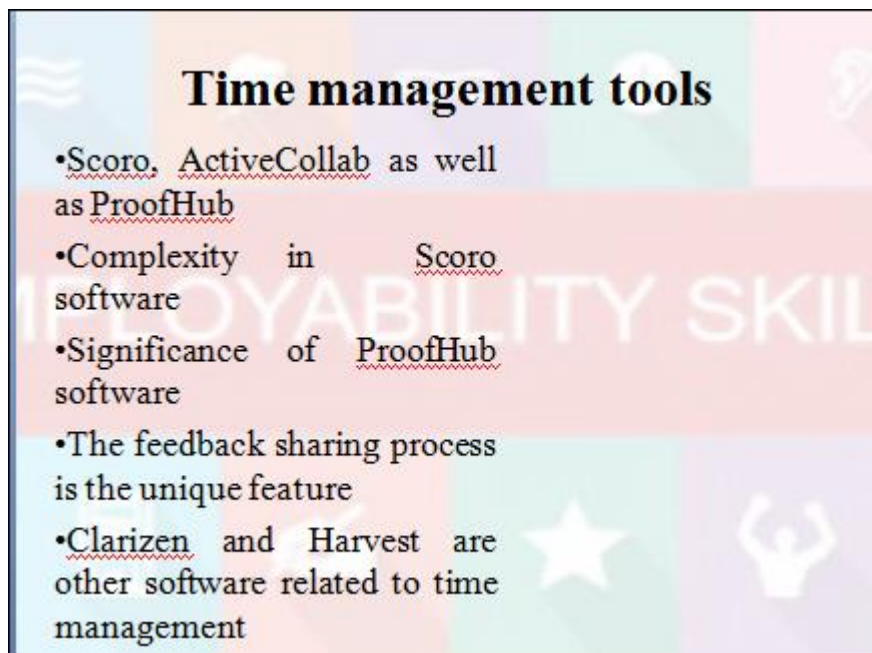
Weakness: Though it is previously mentioned that the skill of problem-solving has improved in the present time, yet can be said that more improvement on this particular skill is required. From that context, it can be considered as a weakness. It is very important to identify the weakness for turning into an opportunity. The skills related to technology can also be considered as an important thing in this particular context. The technology is upgrading with time therefore it is important to become more and more advanced in technology (Sharifi et al. 2019).

Opportunity: There are various kinds of skills related to employability which are important to incorporate. This is because in the future the responsibility will be increased. Based on the academic behavior it can be said that bringing improvement in the learning skill is possible. It

can be learned both from people as well as experience (Wolff and Booth, 2017, p.54). The skill of team working is an important one that can be mentioned in that context.

Threat: Commercial awareness is a factor that must not be ignored. Based on the previous experiences it can be said that much improvement in this skill is required. Otherwise, it can work as a hindrance in the process of getting a promotion. The context of perseverance can also be mentioned in this regard. It can be a great threat as the number of employees under the management team has increased. It is also important to mention that losing lack of confidence can be a treat and therefore improvement in this skill is required to be brought. In this way, the tool of SWOT analysis is very much helpful to understand in which skills proper focus needs to be given (Kenayathulla et al. 2019).

Time management tools



Being a warehouse manager, it is important to take a lot of responsibility and from that context, the importance of time management can be considered. In order to check whether the time is properly managed or not, several tools can be considered. It includes Scoro, ActiveCollab, ProofHub, Clarizen as well as Harvest among others. While working in the organization, at first Scoro was used. It is software which is helpful in time tracking. It is very important billing and task management (Gill et al. 2018, p.55). However, in the latter time, this time management tool was not used because the use of the software is complex in nature. Instead of Scoro, ProofHub software was used. The feedback sharing process is the most unique feature of the software that can be mentioned. It was much helpful when it was required to work with

a lot of members (Cachia et al. 2018, p.435). Time management tools are very important to bring improvement in the process of managing different kinds of work within a short span of time.

Personal Development Plan (PDP)

Personal Development Plan (PDP)

- Incorporation of online videos and articles in improving problem-solving skills
- Significance of reading the magazine for getting effective solution under improving commercial awareness
- No specific time for bringing improvement in developing confidence



(Source: <https://www.parkinson.com/uk/resources/blog/the-ultimate-personal-development-plan-guide-for-templates>)

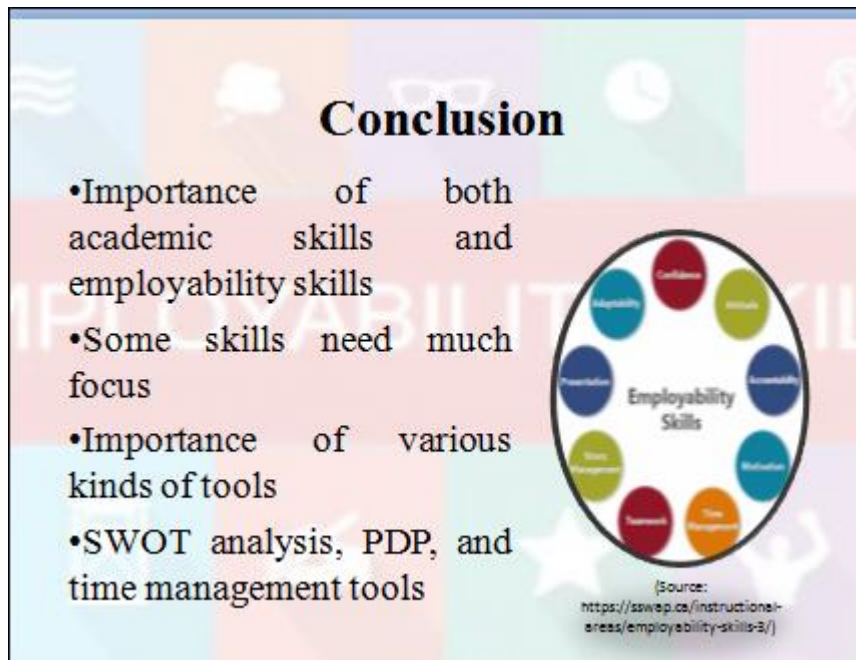
PDP helps in providing a framework that helps in guiding the way through which weakness can be converted into strength and it is very much helpful under the proper management. Problem-solving skills must be incorporated under PDP and online videos and articles can be helpful in the process of improving this skill. The significance of experience cannot be ignored in that context (McGunagle and Zizka, 2020). However, in order to check whether the skill is developing or not, it is very important to focus on practical experiences. It is expected that in order to bring improvement in this particular skill, near about 2-3 weeks are required.

Reading of magazine can be an important initiative on the ground of improving commercial awareness. Apart from that, seeing of videos of the managers of other companies or other departments can be an effective solution in this regard. In order to bring improvement in this skill, it may take 3-4 weeks (Griffin and Coelho, 2019). Based on the current scenario, the total time can be enhanced as well. Focusing on day-to-day experience will help in understanding whether the skill is improving or not.

In order to get the solution to lack of confidence, it is important to do the practice. In that context, it is important to mention that materials cannot provide many benefits. This is because there is no hard and fast rule of improving self-confidence. Therefore it can be said that self-

initiative is very much important in this regard. Considering the time, it can be said that it may take a short period of time (Pinto and Ramalheira, 2017). However, it may take a longer time. The importance of motivational speech can be addressed in this context as well.

Conclusion



Based on the above discussion it can be concluded that both academic skills, as well as employability skills, are important on the ground of managing any work. The above discussion denotes that there are some skills on which much focus does not need to give but there are some skills on which focus must be given in order to deal with situations and employees. Various tools like SWOT analysis PDP and time management helps in the process of understanding on which skill maximum focus needs to be given.

