

The Key Academic Skills and Employability Skills Jobs Are Seeking

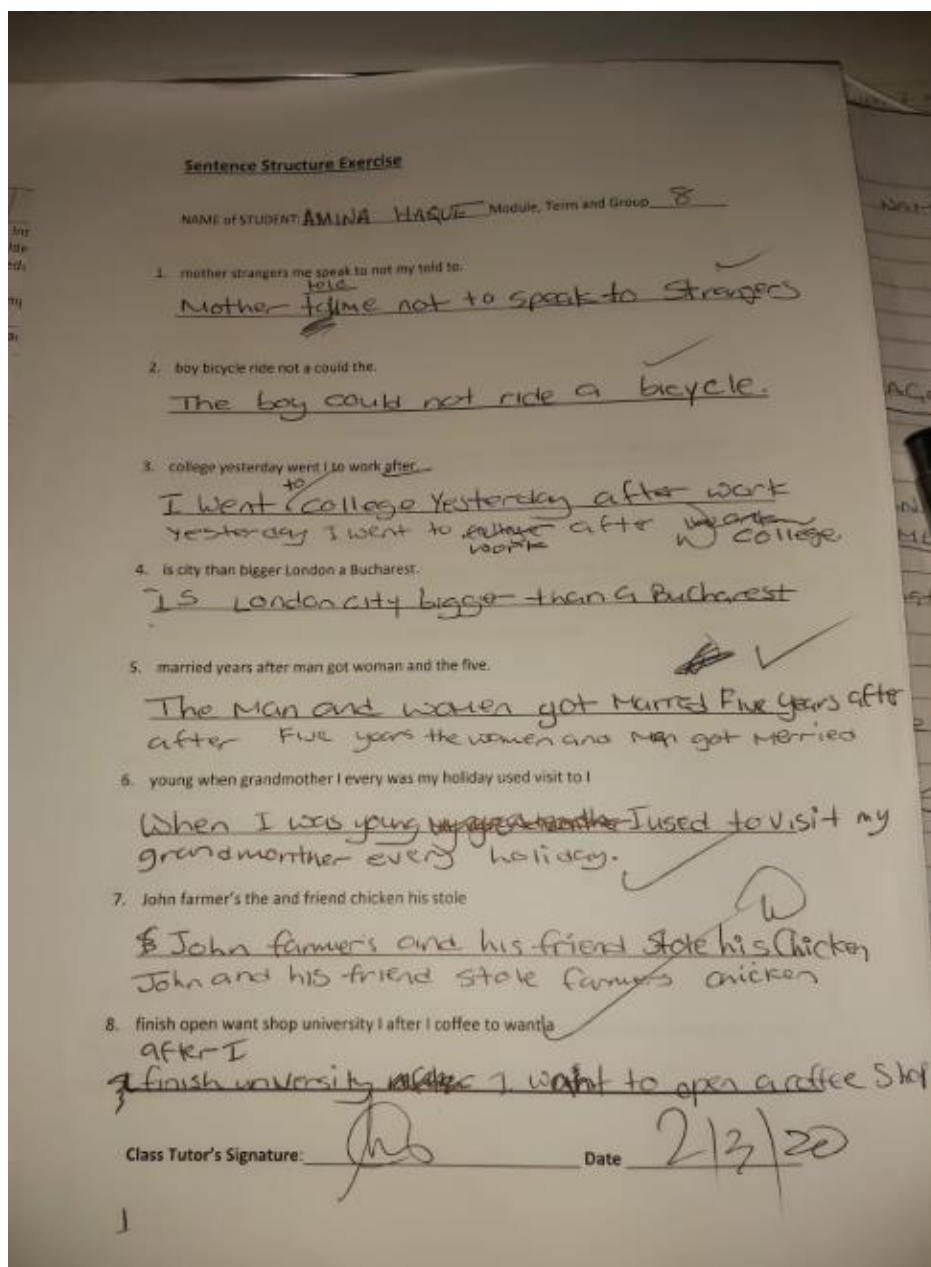
Introduction

Over the course of all my modules I have been able to develop my academic and employability skills. This means that I will be more competent in a working environment. The purpose of this report is to detail the academic and employability skills that I have developed and how I have achieved this. On top of this, I will briefly discuss how useful these skills will be in a workplace. I will initially discuss the academic skills I have developed and then I will move on to discuss the employability skills I have learnt and will provide examples of when I have applied these skills during the course.

Academic skills

- Academic writing
- Comprehension
- Digital skills
- Note making

This term has allowed me to enhance my academic writing skills. By writing reports and completing other assignments it has helped me become more familiar with writing tasks. I am now able to competently and confidently write whilst achieving the objectives set by the tasks. Making detailed notes on the lectures that I have attended has also helped to enhance my writing skills. I must summarise notes and put it in my own words to make it clear for myself when it is time to do any revision. Tasks done in other units have also helped me such as making presentation abstracts, I needed to summarise big pieces of information into a small paragraph. I need to improve on my ability to use more complex words and I shall achieve this by doing more reading.



Here is an example of me in class when I had to rearrange sentences so that they made sense. I managed to do this successfully for majority of them which just represents how my basic writing skills have improved.

Reading around lectures has helped me understand unfamiliar pieces of text better. The lectures that I have attended displayed information that I did not at first understand but through practice and attending many of them I can now understand them to a better standard. In addition to this, writing these reports meant I needed to read around the topic by reading articles and other documents which has meant I can interpret these texts more effectively and select the relevant information.

My basic mathematical and English skills have also improved. This has been through basic tasks as working in teams for example I have to be able to communicate in English with my peers and exchange information with them. I must ensure what I am saying is clear and

makes sense and doing simple tasks such as this has made me more fluent in English which I am then able to transfer to paper when having to write. My maths ability has improved because I had to research statistics and other figures when making my presentation and now it has made me become more familiar with numbers, particularly percentages.

Another key academic skill I have achieved over these past couple months is my digital skills ability. Necessities such as needing to email academics and my peers has helped me become familiar with using tools such as the web. As well as this I needed to find information and be able to transfer to documents using appropriate digital technology sources to help convey it. Creating and editing is a key part of digital skills and having to make presentations has helped me to familiarise myself with this aspect of digital skills because I have to edit fonts to make them clear, make sure pictures are the right size and this all has aided me in my abilities. This could be improved by watching tutorials online and putting what I have learnt into practice by producing posters or emails.

Employability skills

- Adaptability
- Problem solving
- Teamwork
- Responsibility

In the working environment it is very critical to be adaptable. The situation at work can change drastically and it means that you must be competent enough to adapt to the situation to achieve the desired goal. Completing tasks during lectures and with peers, has helped me become more adaptable. When people are not understanding what the task is asking for, I must be able to take the lead and break the down the question to make it more simplistic and comprehensible for people who do not understand. This skill is incredibly useful because it can be applied to every situation in life.

(Continued)

Item number	Item	Score
4.	I get annoyed when I have to wait for others to come to pre-arranged meetings.	0
5.	I find doing many things at the same time very easy.	0
6.	I think I need someone else to help organise my life; I always forget what I should be doing or who I should be meeting.	5
7.	I have been known to lose my keys or my bag quite regularly.	0
8.	I have and use a diary.	0
9.	I find waiting for others or waiting for events to start really frustrating; why should I waste time waiting?	2
10.	I often plan ahead and think through carefully every possible outcome.	3
11.	I know what I am doing tomorrow.	3
12.	I find there is nothing wrong with the excitement of doing everything at the last minute.	2
13.	If I find something hard, I will try and overcome the difficulties myself rather than ask for help.	1
14.	I 'live for the moment'; tomorrow is another day which will take care of itself.	2
15.	I am not good at motivating myself over a long time for long projects.	3
16.	I need others to help me know where I should be and when.	2
17.	I find it easy to say 'no' to people who invite me for a meal when I have something more important to do.	3
18.	I probably spend too much time watching TV, playing computer games or chatting to friends online.	0
19.	I am used to using electronic 'tools' (iPhone, Galaxy Tab, PC, etc.) to organise my life.	0
20.	I keep a record of things I need to do each day, and tick them off as they get completed.	1
21.	I believe that only I can do most work; I need to be proud of what I have done.	2
22.	I find it easy to begin assignments and essays.	1
23.	I have all my lecture notes in a pile on my desk or on the floor (or similar).	1
24.	I am clear about my goals for this year of study.	3
25.	I think that studying does not usually take that much time; I have got just a few hours of lectures and tutorials each week.	2
26.	I have never had two appointments clashing at the same time.	1

A key component of being adaptable is knowing your strengths and weaknesses and being able to be critical of yourself to produce an adaptable response. Here I was able to critique myself and allowed me to see my strengths and weaknesses so I can improve on this in the future.

Decision making is a fundamental of life. Correct decisions often coincide with problem solving. I can now think critically and solve problems using creative tools. To do this I first have to understand the task at hand properly and then I need to interpret them correctly. Being creative allows me to suggest innovative ideas which will often prove to be the solution to the task at hand. Most problems have many factors that need to be observed and it I can now produce a rational decision that achieves the objectives and aims of this task.

I believe the most important employability skill is teamwork. Most occupations require working with colleagues and other staff members and it may be required that you communicate with them to complete a designated task. If you cannot work well with your peers, it will put the task in jeopardy and may have dire effects depending on the importance of the task. We had been set a presentation task based around Oxfam and since

I was assigned in a group with 3 others I had to be effective in my communication with them and had to ensure that I listened to them and completed my part of the presentation. I am now more confident in working with others and hopefully will be able to apply this to any scenario.

Another one of my skills that has improved over the course of the academic year is my creativity skills. When assigned a task it is not as simple as just answering the question set, I had to come up with a way that will simplify the question and still achieve the desired goal. This was achieved by using more slides to help narrow the information yet still present it in enough detail for people to get the relevant information. This is important in the workforce too because you may be presented with a problem that has a solution that requires you to think outside the box and I am now more confident in doing this.

How useful are the skills?

Academic writing skills could lead to an increase in critical thinking it was found (Quitadamo and Kurtz, 2007). The study suggests that the writing group had a significant increase in their critical thinking abilities compared to those who do not. This means that just improving my academic writing skills will help to aid other skills of mine too.

Digital skills are very important in the working environment as well (Barker, 2018). It can increase business productivity such as making use of digital documents which are more efficient to use than printed versions. As well as this, digital skills can provide new ways of working that will include better methods of communication and creation so the job will be completed more efficiently.

The world is changing rapidly and to thrive businesses need to adapt to make sure that they keep up to date (Barker, 2018). Research has found that adaptability is more important in the last decade. Learning on the job is a key life skill that if mastered will allow efficiency within a person to increase massively. I have now acquired this skill in abundance, and it will mean that I can use it in a business environment. Majority of successful businesses have clients who are very adaptable and has made them more successful in the business environment.

Problem-solving is a key skill required in everyday office work ((Andreas Rausch, 2015). A study done involving sixty-four domain specific problem cases in total evoked negative and positive emotions. The most prevalent approach was to seek help and support from other colleagues and peers and it also helped provide learning possibilities. The experts were set more complex problems and they used domain specific knowledge to help find a solution to the problem. I believe I can apply this skill in a working environment because of my experience from studying this module. My domain-specific knowledge will be enhanced through further progress made during the remainder of this course.

Research done on office layouts found that when people work together effectively there is an external energy that helps to boost creativity and productivity (MIDDLETON, 2019). John J. Murphy a specialist in business transformation mentions how teamwork is essential to a

company's success. The team members benefit as much as the corporations they work for. A key benefit of working within a team helps people to grow as individuals and aids in blossoming their skills. It gives people a chance to learn from others which will in turn better them as humans. As well as this, it will allow us to spot any weaknesses we have that we can then improve.

Taking responsibility is important in helping boost one's morale and to keep them going (HEATHFIELD, 2020). If you do not take responsibility you may look back in regret for not taking control. This sense of control provides people with a sense of relief and they tend to enjoy the circumstances. It is beneficial in the workplace because if an event goes out of hand you will be able to react appropriately since you are in control. This also reinforces someone's leadership ability because when being in the lead you need to be able to take responsibility and aid others when they need help.

Top marketing agencies look for very specific skills (Agius, 2017). T-shaped knowledge involve having some knowledge in an array of skills. Conversion rate optimisation is another key tactic that is useful in digital marketing. Good communication skills always pop up. It is arguably the most critical skill for professionals. Most agencies and recruitment services look for this skill because it can sometimes make or break an organisation. Key aspects involve explaining your ideas, defending your results, and asking for help when in need.

Conclusion

Throughout the duration of this course I have been able to build on the skills I have and develop new ones. These skills vary from academic skills to ones I will be able to use in my everyday life and can then apply to working environments.

Appendices

- Agius, A. 2017. The Top 5 Skills Modern Marketing Agencies Look for in New Hires.
- Andreas Rausch, T. S., Julia Warwas 2015. Problem solving in everyday office work—A diary study on differences between experts and novices
- Barker, S. 2018. The Importance of Digital Skills in the Workplace.
- HEATHFIELD, S. M. 2020. How to Take Responsibility for Your Life.
- MIDDLETON, T. 2019. The importance of teamwork (as proven by science).
- Quitadamo, I. J. and Kurtz, M. J. (2007) 'Learning to improve: using writing to increase critical thinking performance in general education biology', *CBE Life Sci Educ*, 6(2), pp. 140-54.