

ACADEMIC AND EMPLOYABILITY SKILLS
BMSW4001

Student Name: Jesica Alonso

STUDENT ID: 1909628

Tutor's name: Lloyd Beharry

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INTRODUCTION

This report will be based on academic and employability skills which will be explain the definition of communication skills, time management, teamwork and how this can be use in workplace and academic environment. In addition to this a swot analysis will be included to explain my strengths and weakness. This report defines the importance of skills, those give us the ability to interact in the social world and teach us different ways to use in academic and employability place.

EMPLOYABILITY SKILLS

Employability is not an occupational ability and is a section of the job skills which is as significant as technical skill and should be obtained by everyone in the industrial field. Employability skills can be divided into hard skills and soft skills (Smith and Jones,2017).

-Hard Skills are technical knowledge that you have obtained through some experience in your life experience, profession and education.

These skills are used as a fundament for the progress of educational curriculum, future profiling of jobs and more labour functions that the trade needs (Kennedy,2016).

-Soft Skills are the personal practise and habits that figure that your work and your own and with others. Like integrity, teamwork, problem-solving, time management.

1.1 Communication

Communication involves transference of verbal and non-verbal words. It involves a sender and receiver and a mechanism of communication.

Communication means ‘to share with,’ ‘to share out,’ ‘to make generally accessible’ or ‘to discuss together’ (Glare,1968, p.369)

Communication is the way where we can express our feelings, ideas and share information communication skills are so important for everyone it can help all aspects of your life, from your professional life to social environment, for example in our workplace we need communication to communicate with our colleagues to have a strong working relation between us as employers and also to achieve productivity for the company. Also, another example is in our academic environment, communication is important because we can express dialogues between students and teachers in order to reach the knowledge and develop skills throughout our learning.

1.2 Time management

Time management can be contemplated as action of observing and administering time. (Eliam & Aharon,2003). We can describe time management as the technique that humans can use to make a daily planning, to prioritise task and handle an expected task. We can say that time management is the process of planning and divide your time in different task.

I think time is the most important thing in everyone's life because time flows with non-stop that's why what you don't do today you will regret it after. As a human we have obligations in our daily lives, for example at work I will try to finish my duties in the allotted time, in the workplace the better you manage your time more producible you are. As a student I have learned that time management skill is necessary to develop my studies and finish my assignments on time otherwise if I don't use the skill of time management, I would not be productively in my career. Also, I can say that time management skill is necessary in both environments as academic and employability, we need to use time management to be punctual to get on time everywhere, we need to check transport duration ,journey duration to manage the time to be exactly on time. One thing that I normally do to manage my time when I have a specific task to do by the end of the day, normally I wake up 2 hours early of the time mention.

1.3 Teamwork

Teamwork is defined by Scarnati (2001, p5) as a cooperative course that let people to reach extreme results.

We can consider that teamwork relies on people working together in the same environment with the same purpose to achieve common goals. Teamwork is based on communication, collaboration. Teamwork skills are the abilities to work well with others in the workplace or academic place. Having teamwork skills helps you to communicate well with others, actively listen and be responsible with others and honest. Teamwork is an important skill in the workplace because every member is workings towards a common goal or set of objectives, working in a team has many benefits for the company we are working for, benefits like increase efficiency of the company, improve communication allowing team members to give their opinions ,makes work environment more fun or build trust between members.

Teamwork in academic environment is also so important, in my studies I have experienced this year a case where I must handle with other students to make a group presentation in Digital skills where I can see the importance of teamwork, because if we didn't work well as a team we couldn't have pass the assignment, I would say that teamwork is not easy because in my group we had few problems because everyone thinks differently but the most important thing is to reach an agreement.

Leadership: Is the process across where leaders influence the attitudes, behaviours or attitudes (Hagen et al,1998). It is the art of motivating a group of people to act toward achieving a common goal.

SWOT

Strengths	Weakness
Strengths are the task or the actions you do well, the strengths. I consider that I have communication skill because I have a high level of relationship with people, I can connect well with people, listen them and advise them. This skill let me interact with everyone. In addition to this I am an organizing person I love to have everything under control, I like to plan my days in advance and to know what I need to know. I consider myself as a very mature person even my age since I had to mature an early age because life situation has taught me to find solutions for everything so I can say I have problem solving skill, I can manage a conflict with other people or even by my own.	One of my biggest weakness that I consider horrible is to get stress easily, like for example when I have assignments, I feel so stressful and I don't want anyone next to me or at home, even for small things I get stress easily. Another weakness that I also feel so disappoint of me is that I generally lose attention easily with everything and this is a very bad point because when I am trying to concentrate in my exams, I lost the attention so easy and make me waste time.
Opportunities	Threats
Achieving a professional degree and the skills this course has teach me would give me another boost to my professional career allowing me to have a higher income in my future job and this absolutely will improve the quality of life.	There are many external situations in life that unfortunately cannot help you to achieve your goal, some of these situations could be my healthy family I said they are external we cannot say about future incidents, accidents, problems,

Plagiarism

Plagiarism is the act of take somebody else work without explicit editing, it can be considered stolen someone else idea, work, publicity it is a serious violation of public ethics.

A Moulton and Robison (2002) have written, plagiarism can also be mention as "reaving authors of profit that is truly theirs which is deft "

Is too important to avoid plagiarism because it helps you to improve your writing skills and to retain as much information as you can because when you are plagiarism copying someone else work you cannot develop your writing. We can avoid plagiarism using different methods like quoting the phrase directly from the original and referencing the authority also we can avoid it with paraphrasing or summarising.

3.1 Paraphrasing

According with Richards and Schmidt (2010) defined "paraphrase" as an expression of the meaning of a phrase or word.

Paraphrase is to rewrite something that is already posted but using different word like mention synonyms or similar words without changing the original meaning.

3.2 Summarising

It is an important skill that consist to write in short form and in your own words what have you understand about the text, it consists to extract the most important points from a text and rewrite again and making test shorter.

3.3 Presentation skills

These skills are necessary to give a good and clear presentation, this skill makes you have the right behaviour and skills for a presentation skill and allows you to interact with the audience, also it helps you to control the feelings, nervous or other staffs that are present when you are presenting.

Personal Development Plan

Well, first all I would like to finish my degree in London to get a degree from this country because I know if have a degree from this country it will open a lot of places for me to find a job. In addition to this I would like to do also a master also in this country, after I finish my degree this I would like to speak fluent English and other language probably French or other popular language to achieve more to my skills and get more opportunities as a bilingual person and also I think before I finish my degree I would like to do a short term and separately ICT course to get knowledge in a virtual learning to use for me future professional job .The aim job that I hope to find after I finish my course is to become an Events manager for a big famous Company in central London where everything is possible. I would like to be the manager director for many of the event that has l and place here in London be the person who organized and create the most beautiful and luxurious events in the UK, to have many contracts with lot of companies, business, Hotels and resorts...I think it wil take 3 years to get the degree in Business and Events management and them around 1 year to be part of a famous Events company.

skills	What I do	How to improve it
Writing communication	I always have grammar mistakes	To improve this skill, I will start reading more books, journals and start probably writing a diary about me in English.
leadership	I am not good for motivate people to persuade them I don't know how to speak with them.	I will try to ask people how they would like to have a leader and how they would like to be treated.
Customer service	I don't have this skill, I felt stress so easy with the customers.	I will try to interact more with people and watch programs of how to be patience with customers

Conclusion

In this assignment I have recognised as a mentioned many skill that I need to improve and now I know how can improve it, also I learned more about skills explanation and It is too important to have academic and employability skills in your life for different environments. It is important that through academic training we considered labour skills as competences that are presented, they are important for demands of companies. This report observes some of the most important skills in both environments as academic and employability and visualize them.

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