

Skills for the Workplace

Module Assignment Submission

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Module No:	BMSK4001
Module Title:	Academic and Employability Skills
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Statement of Confirmation of Authenticity

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Academic and Employability Skills

Introduction:

Academic skill here to help anyone to continue the success of the University of level and the employability skill are the skill that are developed inside and outside of the school that can be transfer to the workplace. (Slide Share, n.d.) A good employee needs more the knowledge and technical ability. Skills such as communicate effectively, working as a part of a team, and solving problems are also expecting in many jobs. These are called employability skills. Developing employability skill is essential for work in the future. Employability skill includes in few courses such as, Communication, Teamwork, Problem Solving, Self-Management, Initiative and enterprise, Planning and organizing, Learning Technology. Qualification and Employability skill helps to get a good job. In this competitive market employability skills are very essential for any person and by developing these skills the competition become reduce.

Some skill essential for study and some is essential for work. Skill for study such as Reading and finding information, Writing and English, calculation math and work with data, Information technology. Skills for work include money, finance, communication, Leadership etc. (Open Learn, 2016)

Employability skill

As we know that academic skills are not enough for job and we need to acquire more skills. Such as communication skill, technical skill, presentation skill, managing time, etc and for being an icon in market a person also needs to be honest, reliable, disciplined, loyal, Goal oriented and others good thing.

We achieve some skill through our academic life which is not actually officially included in any course. Such as writing report, giving presentation, taking course with different types of mates etc. Some question stands here when we say about employability skill. For knowing my personal employability skill, I should ask myself, What I achieve from may academic life, What I need for my workplace, the skills what I not learned from academic life and the skill I need for workplace that should be learned to develop myself. How can I develop myself that can be by using assets? Do I need to also find

out that what area I should develop? I need to set long-term goal and need to develop my skill for my goal.

Types of Employability skills

Employability skill also known as foundational skills. Skill that is must be need and job readiness skill that is soft skill. Soft skill helps to work with others, apply knowledge to solve problems and fit into any work environment. (Doyle, 2017).

Hard skills are teachable abilities that can be defined and such as computer related software skill, typing skill, writing skill, mathematical skill. Basically, it is the ability to use computer software basic works. (Investopedia, n.d.)

Technical job skill is also referred to as hard skill that is individual abilities through learning, practice. Abilities that make specialized in specific skill.

Soft skill

Soft skills are those skill that refers to person relationship with other people. Soft skill is required to achieve hard skill and also required to be better employee. Soft skill may not be learned by others but hard skill can be teachable. Soft skills are interpersonal qualities, also known as people skills, and personal attributes that one possesses. (Robles, 2012)

Soft skills should be achieved from academic life. Soft skills are very essential for workplace. In academic life, a person can have achieved few soft skills such as presentation skill, report writing skill, working with a team, problem-solving decision making and so others.

- **Report writing skill:** In academic life, students learned lots of skill which was absent in themselves. They know how to make report, as they do lots of reports, assignment, project, research which were included in their course.

- **Presentation Skill:** Presentation skill is required for doing job which measures as soft skill. In academic life, students do lots of presentation about various topic in their academic life. Which helps them in their workplace and for getting job. Presentation skill is essential for doing any job.
- **Working with a team:** Employee should capable to work with team and group. In academic life a student done projects, reports with team. They experienced to work with team. A sustainable team helps to do a successful job. As they do many courses in group, so, they know as well how to communicate. So, they also experienced in better communication.
- **Decision Making:** Decision making is very essential soft skill for working as a leader for any organization. So, decision making skill is highly favorable in job market. Employee needs to make decision.
- **Diplomacy:** In academic life an employee had learned to work with various kind of people. This soft skill is really needed to build in academic life. This helps in convincing other rather than forcing. An employee should have this skill.
- **Problem Solving:** If an employee doing work instead of leaders or not doing work as a leader he/she must be known for problem-solving. Problem-solving required for any types of job. Work means, there might create some problem so as an employee he or she has to solve this problem. Not only in workplace problem-solving skill should be required in personal life as well.

Hard Skill

According to Japanese management “hard” factors of strategy, structure, and systems necessary for success.(Ikujiro Nonaka and Johansson, 1985).

Hard skills are important for doing a job in higher position it also mentions in the cover letter and resume of employee. There are lots of hard skills which are required for employee such as, computer, project management, programming, software, foreign language, professional education etc.

- **Computer:** In modern technology computer skill should be known for all employee. The top-level employee must be known about computer. Using Microsoft Excel, Microsoft Word and other Microsoft office work must be required for doing top-level job. If an employee good at soft skill then it should not be an issue for knowing about computerized work.
- **Programming:** Programming language is also essential for doing high level job. An employee can take courses to develop this site. In academic life, this skill should be practiced.
- **Software:** Knowing about software is also important for employee. Different workplace uses a different kind of software. So, some software might be unknown for employee but the basic software related skill should be known.
- **Organizational learning:** When employee works for organization, he or she must be known about everything about that organization. Such as organizational structure, culture, law etc.
- **Professional Education:** Not only academic education is enough for workplace but also professional education also required for doing high quality job. In this market everyone completes minimum academic degree that's why the demand for job in market are more. If employee takes professional degrees like MBA, CA it can give better position in workplace.
- **Work Skills:** With additional skills becoming increasingly valued by employers. (Open Learn, 2016). As I mention in first that work skill is measure as hard skill. For being a better and top-level employee work skill is required.
- **Foreign Language:** To do better in workplace an employee should know foreign language beside first and second language. It helps to work globally.

Technical Job Skills

Technical job skill is also as known as hard skill. Technical skills are the ability of knowledge for specific task. Technical skills are most important for IT based job. Technical skill also included mathematical terms, Data analysis, Coding, Programming, Social Media experience. (Doyle, 2017)

- **Data analysis:** A top-level employee must be known for data analysis. Data analysis include financial data analysis, accounting data analysis, managerial data analysis.
- **Coding:** Coding is important for doing job in it sector. In this age coding should be well known.
- **Mathematical Terms:** An employee should be expert in mathematical terms. Numbers are always important to do any job. If an employee is expert in mathematical terms he can beat anyone for taking decision.
- **Social Media Experience:** Nowadays social media is one of the greatest sites in all over the world. An employee should be experienced in social site as well. Social site helps an employee to communicate with different types of person. Social media also represent the personality of an employee. Some organization when selecting an employee through interview they also see the profile of that employee in social site. There are lots of social sites which may help an employee for doing better job such as LinkedIn, Facebook, YouTube etc. (Doyle, 2017)
- **Adjusting:** An employee should able to adjust in workplace. This is also a type of interpersonal skill.

Interpersonal Skill:

Interpersonal skill is known as people skill. The skill that used to interact and create relationship with other people. In easy words, Interpersonal skill is personal skills of employee. (Doyle, 2017)

Interpersonal skill includes behavioral, active listening, communication, customer service. I mentioned it in soft skill because interpersonal skill refers to such as soft skills.

Personal Development Plan (PDP)

A process whereby educational needs are identified, objectives set, and educational activities are planned. It usually includes evidence to indicate that skills, knowledge, or understanding have been achieved. (Oxford University, 2017)

A personal development enables to identify key areas of learning and developing.(UC Davis, n.d.)

My Skill:

As an undergraduate student I have lots of skill and skill I need for my workplace. For being a good employee, I need to develop my skills and create lots of skills which has required for a good employee as I mentioned above.

- **My Soft Skill**

In my academic life I have achieved some skills and that skills are very essential for workplace. I achieved presentation skill, report writing skill, working with team, decision making skill, leadership skill. I have completed lots of course which are related to this skill but I need to develop these skills. I achieved this skill through my academic life but academic life and workplace are not same. So, I need to develop these skills for my workplace.

- **My Hard Skill**

I did not achieve lots of hard skill from my academic life. I mentioned above that hard skills are required for employee in top place of the organization. Hard skill can be learned by doing professional course. But I also achieved some hard skills from my academic life. I know about computer related work. As I make report and presentation and also capable to make data analysis so, I am experienced to work with Microsoft word, power point, Microsoft Excel. I also experienced with software.

My personal Development Plan

I need to develop myself and my skill. At first, I need to decide my goal. Goal can be long-term, midterm and short term.

1. Long-term goal: Long-term goal refers to which I want to achieve after my university life.
2. Midterm goal: Midterm goal refers to, what I want to achieve by the end of 1st year in my academic life and my workplace.
3. Short term goal: Short-term goal refers to what I want to achieve in next 3 months.

At first, I need to set my goal that what I want to achieve. My specific goal is to be a successful employee in workplace. I can ask myself that, in which area I need to develop? what areas of my work life, academic life need to develop?

1. **Set goal:** My main goal is to be a successful employee and gain skill from academic life and from workplace
2. **Skill and Knowledge should be learned:** I need to develop my soft skills such as report writing skill, decision making skill, communication skill. I need to develop this in my student life. Some skills, that I need to develop in my work life. My work skill should be developed in my workplace. I need to learn how to adjust in organization.
3. **How acquire the knowledge and skill:** These skills should be developed by talking with faculty, setting mentor can help me in my academic life. Taking professional degree from an organization and university can help me to successful in workplace. By reading career development book also improve the mentality in workplace.
4. **Resource:** I need some resources to complete my skills. I need some asset as well like computer. I need to admit to university for getting professional

degree. I need to make resources which help and that resources should be evaluated by my mentor.

5. **Time Management:** There might be some goal which achieved in long-term such as professional degree. I need to complete it in my workplace for getting better position in workplace
- 6.

I also need to evaluate my current position. My current position is not so satisfied for workplace that's why I need to develop my current position as well.

Conclusion

By completing this report, I found some very essential information. Skill is not only important for the workplace but also it is important for personal life. If a person wants to improve his life he must be known for his skills and the gap.

by doing this report I found my soft skill, a hard skill which is important for my life. Some skill I need to develop and skill I need to acquire. I can able to solve the problem by doing this report. I develop myself which I need to complete within a specific period. I should develop my soft skill my ability as well. I need to adjust to people, controlling temper as well. The report gives me practical information what I did not know about myself.

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Appendix 1

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 1 - My Goals What are my main goals that I want to accomplish in this time period?	Doing research for organization	Doing online course and interning	I need to work for an organization
Section 2 - Skills and Knowledge to be Learned	I need to develop my skills such as report writing, presentation, Computer related work, programming, Improving the ability to work team.	Improving communication skill, learning foreign language, Social media experience, Coding, Data analysis.	Doing professional course, completing work skill, data entry, organizational skill, accounting skill, management skill, leadership skill.
Section 3 - Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project?	By consult with faculty in academic life, set a mentor, doing course, watching YouTube.	By doing online course, creating Facebook, LinkedIn, making cover letter, completing course	Taking admission for professional degree, reading book, doing research, making good relationship with people, knowing organizational procedure.
Section 4 - Resources What resources do I need?	I need computer, mentor, university, internet and skill of witting	Computer, high speed net, organization where teaching that types of course.	An institution, organization, workplace.
Section 5 - Time Schedule What is my time schedule?	I need to complete this during my academic life and Complete within march 2018	I need to complete this within December in 2018 to December 2018	I need to complete my professional degree and other skill within December,2022
When will I start?	I will start it from 20 th december,2017	I will start it march,2018	I will star after my graduation.

Section 6 - Completion When have I completed each step?	☐ 2018_____	☐ 2019_____	☐ 2022_____
	Date	Date	Date
	☐ _____	☐ _____	☐ _____
	Date	Date	Date
	☐ _____	☐ _____	☐ _____
	Date	Date	Date