

Academic and Employability Skills (BMSW4001, LCHS4001_LON)



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Executive Summary

In this report I am going to write about how Time management, Summarising, CV writing, Public speaking and giving presentations helped me during this module.

Time Management

Time management is an effective skill everyone will have to learn at some point in their life, because not only it is needed in most jobs but also it plays a huge role when multitasking. The process of organizing and planning how to divide your time between different activities is very important in our life because it helps us achieve our goals and helps us manage our time perfectly so we end up working effectively and the workload can run smoothly. Learning about it in class helped me improve in the completion of my tasks and keep on board with my assignments and my daily routine tasks. In the beginning, I stopped multitasking because it resulted in me falling behind with my tasks and duties and most of the time I was ending up being less productive because I was thinking about different topics at the same time, which has been one of my biggest issues that I had to deal with in order to improve. Then, I recorded how I use my personal time in order to see how I actually use my time versus how I thought I used my time and compare. This way, I could see what were my mistakes as well as come to realisation and decide what actions have to be taken in order to be smarter in managing my time accordingly. That is why I started planning my day and doing To-Do lists so I can see what things need to be prioritised first and what is less important to be done. Now every Monday I am making a weekly schedule with things I have to do during the week, this helped me eliminate stressful and last-minute situations but also kept me on track and not forget about any task I have to take care of. I thought using this time management skills would be hard but after that I realised that I had to take a step at a time if I wanted things to work out for me. The techniques that I am using are very easy and helpful, that is why I suggest them to family and friends so I can make their life easier and work

out like it did to mine. In general, time management is a skill which comes with great importance, especially in business world. Most successful businessmen have stated that time management is key and it is needed in most departments of a business. Therefore, great success comes with an effective management of the time.

Summarising

Summarising is an important factor which is widely used not only in university life but also in other aspects, for example before even knowing what summarising was I used it throughout my studies since the beginning of my education journey. Before talking about it in class I used to believe we use summarising only when we had to write the main facts about a paragraph that was given to us by a teacher in lessons, but after talking about it in class I understood that we use summarising every day when we speak because when we talk about something we only say the key points and most of the time we do not go into much deep details. By restricting myself to be succinct about the subject I want to discuss with the people around me how I manage to make myself clear and explain my opinion on the subject without tiring my listeners. It gives the main points keeping aside the details and it outlines important outcomes of the research work has gone into the discussion. Moreover, it attracts the attention and curiosity of the people around me, leading to me having the opportunity to

analyse the topic even more and get into great detail about it. Therefore, it helped me express the way I speak, write and learn because I have successfully managed to memorise the key points which makes it more comprehensive for me and I also started expressing the main points about something I learned in shorter and clearer form so I can make it easier for people at university and work in a way that they can understand what I am trying to say or explain without providing them with unnecessary information. Another advantage that summarising has to offer is the fact that it is effective in saving time. The reason why I believe this is because by including the main points which are needed to be memorised, it helps me learn and write down the information quicker as well as the people who will have to take notes and use that information from me. There have been many different scenarios when this has happened, mainly in group work activities. By summarising the context, we have been able to finish our group work in time.

CV Writing

A CV is a brief document that allows you to showcase your best qualities to a potential employer. It points out your talents and expertise, as well as elucidates that you are the correct candidate for the job. In today's competitive employment market, making a strong first impression is critical. Having a CV has become very common in these days due to the fact that it is needed in the professional world, even if you are applying for a job which does not require a variety of qualifications. Learning about it in class made me realise that I have to be

honest and truthful about myself, I always had a brief idea on how to write a CV but the way I was expressing about myself, my interests and my qualifications made me look less professional and probably not as capable for the job role I was interested about and that is why I was not getting offered a place. Following step by step on what we learned in class I started re-writing my CV by talking about myself with not too many details but only the key points and my experiences, I was using bullet points and I was trying to keep it simple and professional at the same time so it is not boring to the reader, but also highlighting the key points that the reader has to be aware of. The first thing I did was giving a short summary about myself, then I started talking about my academic qualifications and academic knowledge, the skills I have and lastly, I wrote about my career experience. I also started watching tutorial videos because in the beginning I was not so sure on how to start writing about myself and it helped me improve a lot for the simple reason that I was collecting different ideas from people who are professionals on this level. Lastly, by following all these helpful steps have guided me achieve the job role I wanted to pursue which has made me feel quite proud of my improvements and achievements.

Public speaking and giving presentations

Public speaking along with giving presentations is a skill which has become more and more common in education, business

world, media, politics or marketing. As it might be noticed in the above sentence, it is pretty much included in the most important aspects in our life. As a result of this, it has now become an inevitable skill that all of us will learn or have to learn. Public speaking involves talking in a group of people usually with some preparation ahead. It can be in front of people that you know or either a crowd of strangers. Unlike the presentation there is not a lot of opportunity for interaction between the audience and the speaker since mainly the speaker speaks and the audience listens. For many people standing up in public and doing a speech is one of their greatest fears, it was mine as well but when I started working on it I realised that is a big challenge and a big opportunity giving presentations, for the reason that made me more confident with myself. Sharing information, thoughts, or opinions on a topic of interest and relevance to your audience is what public speaking is all about. In other words, a public speaker's main responsibility is to keep his audience's interest and attention on a specific issue for a set amount of time and if they realise that it is hard to draw their attention, they will have to work out on how to be more in centre of their attention and try to maintain it. In my years of education, I did not have to present in front of an audience, therefore I had a lack of experience in this area. The piece of information and advice my lecturer gave me was much needed and appreciated. I also looked more into depth and tried to find out about how you can turn a presentation into being successful. My cousin who is a former business student told me that in order to make a presentation successful a relatable I will have to get to know more about my audience and see what their interests are, in order for me to be able to draw their attention. This is the first vital step as the audience decides whether or not your presentation was a good one. Another factor that I had to take into the consideration is the

fact that I the presenter had to have a good understanding of the topic being discussed. If a lack of information was noticed by my audience then there is a high chance that they would not pay as much attention. A good technique to understand if you have managed to draw the public's attention is when they ask questions, this is because it shows that they have been listening to me and it is on their interest as they want to know more about it. Another thing that helped me while presenting was practising ahead as my lecturer advised me. What she meant by practising was presenting in front of a group of friends. This helped me a lot because my friends were able to give me feedback in my performance which led to my improvement and realisation on what needs to be changed. One of my family members also suggested presenting in front of a mirror so that I can check on my body language. This came in quite helpful as well as I was able to see my flaws which made me appear less confident in front of my audience. Therefore, when I had to present in front of my class I tried to avoid all these movements that made me seem less confident and anxious. It comes with great significance to be able to appear relaxed in front of an audience. My lecturer also told me before the presentation to try and calm myself down by taking a deep breath. She made it clear that public speaking will follow us not only in our education but also in our career paths. In general, every single one of us is either used to it or has to get used to presenting in public.

All in all, these 4 topics have been and will be crucial in our professional as well as in our everyday life.

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