

Academic and Employability Skills

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Introduction

As a learner, I need to develop potential academic and employability abilities that will help us achieve good academic results and a strong future profession. This report will focus on my academic and employability skills development during this session. Skills development is really important to us because it can help us obtain potential skills that will be useful in our future professional lives. I will describe four academic and employability skills that I learned in this module in this report. In addition, I will reflect effectively on each skill I have gained from this subject. I'll use Kolb's reflective model for my reflection.

Kolb's model of reflection

This reflective approach can also be referred to as an experiential learning model because it is based on personal experience. This paradigm emphasizes a person's ability to assess, analyse, and evaluate any experience they have gained. This reflective paradigm is divided into four parts, each of which discusses how to learn from the module's experience.

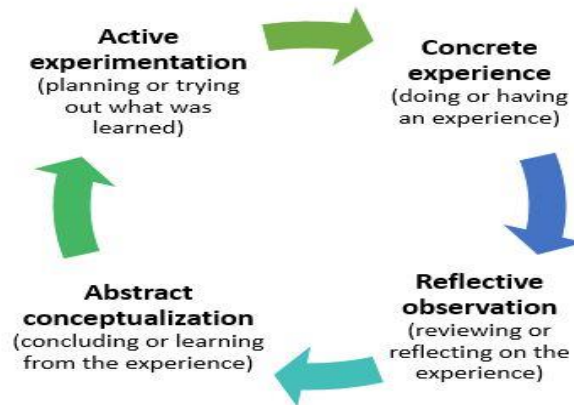


Figure: Kolb's reflective cycle

Figure: (Rapp, Bachrach and Rapp, 2013)

Concrete experience: This is the initial phase in this reflective paradigm, and it focuses on defining any specific situation that will be the subject of this reflection. At this point, I'll talk about the learning experience I had through the module (Amin, 2015).

Reflective observation: After summarising the event or experience, this section of the model will focus on going into greater detail about the occurrence. Some questions will be answered in this regard, such as what went well, what went wrong, how you and others acted in that situation, and so on (Suharmi, 2015).

Abstract conceptualisation: The third phase of the model, abstract conceptualisation, focuses on defining how you will handle the circumstance differently. This section will also include how I will deal with a similar circumstance in the future.

Active experimentation: This is the final stage of the model, and it describes the learning that occurred as a result of this event (Nasution, 2018). This model's final section will discuss what I've learned from this particular experience.

Describing the learning in this module

Various academic and employability abilities were taught in this curriculum. Learning academic abilities will assist us in performing well in future classes and achieving good academic results. On the contrary, acquiring employability skills will prepare us for a successful future career. Finding a good job is becoming increasingly difficult. There is an alternative to obtaining employability skills in this regard (Saputra and Marzulina, 2015). This section of the report will go over four different employability and academic skills that I

learned in this module. I'll emphasize writing introspective descriptions for each skill. In this case, I'll apply Kolb's reflective model.

Time management skill

One of the most important talents that any person in the world should possess is time management. Time management is described as successfully and efficiently managing our time in order to carry out our everyday activities. This critical talent is really important for students like me. Student life is the finest time for us to develop one (Britton and Tesser, 2021). At this point, excellent time management can assist us in performing all of our tasks flawlessly. Time management skills can also assist in making the most use of time, which is quite important at this point of life. Without appropriate time management, success is impossible to achieve. The importance of learning this talent cannot be overstated.

Reflection: This program has taught us how to manage our time effectively, integrating both theoretical and practical knowledge. This experience has taught us how to make the greatest use of our time. At this point, I've learned a variety of techniques for developing effective time management skills that will benefit us in the future, both academically and professionally. The learning session went off without a hitch on all fronts. The learning about some specific time management methods, in particular, went extremely well (Wahat et al., 2012). Our teachers were quite helpful in ensuring that I was able to develop this ability. Every one of the students in the class has a strong desire to master this talent. I will apply what I learned in this lesson in my future life. I'm going to practice using a daily routine or checklist to assist me divides my time more efficiently according to my work. This experience has immensely aided me in developing good time management skills, which will benefit me in both my academic and professional lives in the future.

Academic writing skill

Academic writing ability is regarded as one of the prospective academic skills that can assist in achieving a good academic outcome. It is critical to achieve good academic results in order to obtain a good job in the future. Acquiring solid academic writing skills might be really beneficial in this area (Suharmi, 2015). This prospective skill is not only important for kids; it is also important for instructors, professionals, and business people. Academic writing skills emphasize knowing how to write essays, research papers, reports, presentations, and articles, among other things. As a student, it is critical to have a strong understanding of these topics. This module's academic writing skills have emphasized the importance of understanding relevant issues on learning all of these concerns.

Reflection: This module's learning experience with academic writing abilities was primarily focused on teaching us how to write the greatest academic writing, such as essays, presentations, and research papers. In this situation, I learned about the proper format for

various types of academic writing as well as how to approach various types of academic writing. This event taught me how to establish a formal tone in academic writing, effective writing technique, and sticking to the topic of writing, among other things (Amin, 2015). All of the learning sessions went off without a hitch. Because I have a problem with this skill, I have paid close attention to it. Our lecturers were quite helpful in this area, allowing me to gain a thorough comprehension of efficient academic writing techniques. I learned appropriate concepts and methods for demonstrating good competence in terms of effective academic skills as a result of this encounter. Learning the structure of each writing style, in particular, has aided me in this area. In addition, I learned how to write professionally in academic writing, which will be extremely beneficial to my future success (Nasution, 2018). Now I'll concentrate on putting all of this academic writing knowledge into practice in the future. Proper use of this knowledge in the future will assist me in achieving a good academic score, which will boost my chances of obtaining a decent job in the future.

Paraphrasing skill

The expression of information and ideas from others' sources is known as paraphrasing, and this potential skill was also learned in this lesson. Paraphrasing is a useful academic writing skill that we frequently employ in our writing. It is forbidden to write directly for other authors (Sulisworo, Rahayu and Akhsan, 2016). Effective paraphrase skills can assist me in legally including other authors' writing in my writing. Paraphrasing does not explicitly replicate another writer's writing; rather, it takes the overall meaning of the other writer's writing. We must create a literature review in our academic writing that is based on the work of others. Securing possible paraphrase skills will be really beneficial in this regard.

Reflection: Learning about paraphrase was a fantastic experience for me. I learned how to produce perfect paraphrase in a legal manner during this lesson. During this learning session, I learned about many approaches that can aid me in excellent paraphrase. For example, I learned how to read a topic thoroughly while fully comprehending its significance. Then I'll concentrate on rewriting the theme in my own words, ignoring the writer's direct writing. I've also learned how to keep the exact meaning of another people's writing. Our teacher made a concerted effort to instil these critical abilities in us. It seemed difficult to understand at first, but with the help of my teacher and classmates, I was able to gain this valuable talent. For perfecting this skill, I took notes from class and practiced at home, which considerably aided me in mastering this potential skill (Suharmi, 2015). Learning this talent will greatly assist me in achieving a good academic performance in the future. I've been able to put this prospective skill into practice in terms of excellent writing, such as research papers and articles. This prospective skill will also aid in my academic writing by preventing plagiarism.

CV Writing skill

Creating a strong CV is viewed as a valuable skill that can help a student advance in their career. Because firms choose applicants based on the CVs they provide, having the ability to produce a solid CV is crucial for a student to have a successful job in the future. The ability to write a CV will be discussed in this section of the essay (Rapp, Bachrach and Rapp, 2013). This course will also focus on developing efficient CV writing skills, which will immensely assist me in developing an appealing CV. Having this professional skill will assist me in having a successful career in the future. This training session focused on covering the many procedures involved in creating an appealing CV.

Reflection: The purpose of this learning event was to teach us how to develop a professional CV, which is one of the most important employability skills. During this workshop, I learned about all of the important steps in creating a solid CV for my future employment. My teacher educated us about the many components of a CV as well as the structure of a formal CV during this session (Britton and Tesser, 2021). All of the concerns concerning the production of a CV went quite smoothly. This learning session drew a lot of attention from me and my classmates. During the learning session, I took all of the necessary notes, which tremendously assisted me in remembering what I had learned. I learned how to beautify my CV according to the requirements of a specific organisation from this workshop. For example, when I mention my talents in my CV, they will be in line with the task's requirements. I'm now investigating other websites and articles that are specifically for CV development in order to better enhance this skill (Saputra and Marzulina, 2015). This new development effort is having a significant impact on the development of this potential skill.

Conclusion

The lesson on strengthening academic and employability abilities went quite well, emphasising the need of honing a few key talents. I gained critical knowledge and awareness regarding the development of these potential skills from this learning session. Perfecting these skills will aid me in achieving my academic goals as well as my professional goals in the future. Now I'll concentrate on improving these skills by putting what I've learned in the learning session into practice. I will apply these talents in my academic life once I have learned them completely. Aside from that, this skill development will assist me in finding a suitable job in the future.

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Introduction

Developing good academic and employability abilities can pave the way for a successful career in the future. I plan to begin my career as a team leader for an organization. As a team leader, I must develop a variety of employable skills that will enable me to demonstrate excellence in my field. This lecture will go through several employability skills that will assist me in my professional life. In this presentation, I will explain my personal SWOT analysis, personal growth plan, leadership skills, and teamwork skills, and how, as a team leader, I must secure all of these skills in order to be successful professionally.

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SWOT Analysis

Strengths

- Communication skills
- Reading skills
- Relationship building skills

Weaknesses

- ICT skills
- Leadership skills
- Teamwork skills
- Time management skills

Opportunities

- Good training opportunity
- Available time
- Available support

Threats

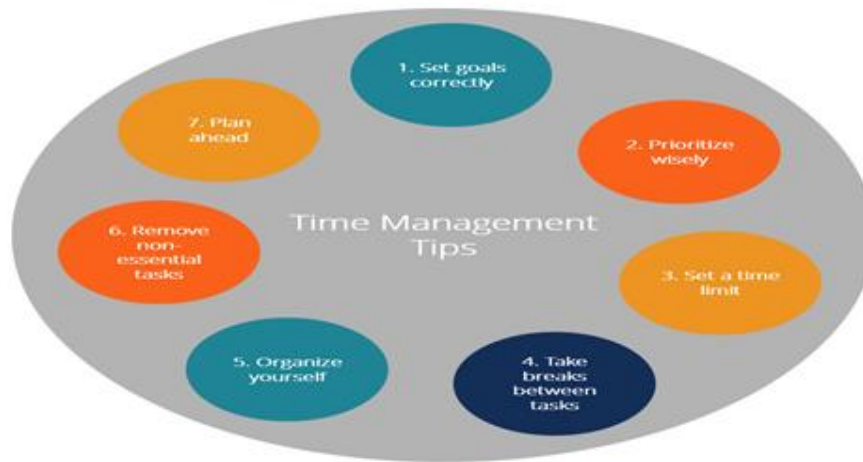
- COVID-19
- Brexit issue
- Competitive job market

This presentation covered personal SWOT analysis, which is a useful method for determining one's own flaws and strengths, as well as potential possibilities and threats. This powerful instrument can assist me in gaining opportunities for academic and professional growth. Because I will be joining as a team leader, this personal SWOT analysis was created with the future job role in mind. In general, the analysis' strengths and weaknesses are strongly tied to my abilities, and I may improve my strengths by providing development opportunities. Increasing my strengths can assist me in reducing my areas of weakness. My strengths have been mentioned in this analysis. For instance, I have strong communication, relationship-building, and reading abilities. However, I have limitations in the areas of ICT, leadership, and teamwork. Now I'll concentrate on improving these areas in order to improve my skill capacities.



A personal development plan is a written plan that can be used to improve a person's talents in areas where they are lacking. Preparing personal development for students would be quite beneficial in terms of providing opportunities for skill development. The areas of weakness are generally identified in this development plan. This strategy focuses on the specific areas where growth will be provided after the shortcomings have been identified. The necessary measures, as well as the necessary supports and actions, will be incorporated in the development plan. The plan will include a specific timeline for completing each skill. I will include time management skills, ICT skills, time management skills, and leadership skills in the construction of my own growth plan because I am lacking in these areas. I'll also specify a particular time frame for mastering these talents.

Time-management Skills



Time management is very important for success in both academic and professional life. Effective time management can assist in completing any task on time. This slide discussed time management abilities, which may be important in my future work. As an employee, it is my responsibility to fulfill my allocated assignment by the deadline. In this aspect, demonstrating strong time management skills will be quite beneficial to me. Managing, prioritising, avoiding, and limiting can all help us manage our time more effectively. Preparing a daily routine or checklist, on the other hand, will help you manage your time effectively in any job. In this regard, I will concentrate on creating a to-do list of my daily activities based on their priority, which will assist me in effectively managing my time.

Leadership Skills



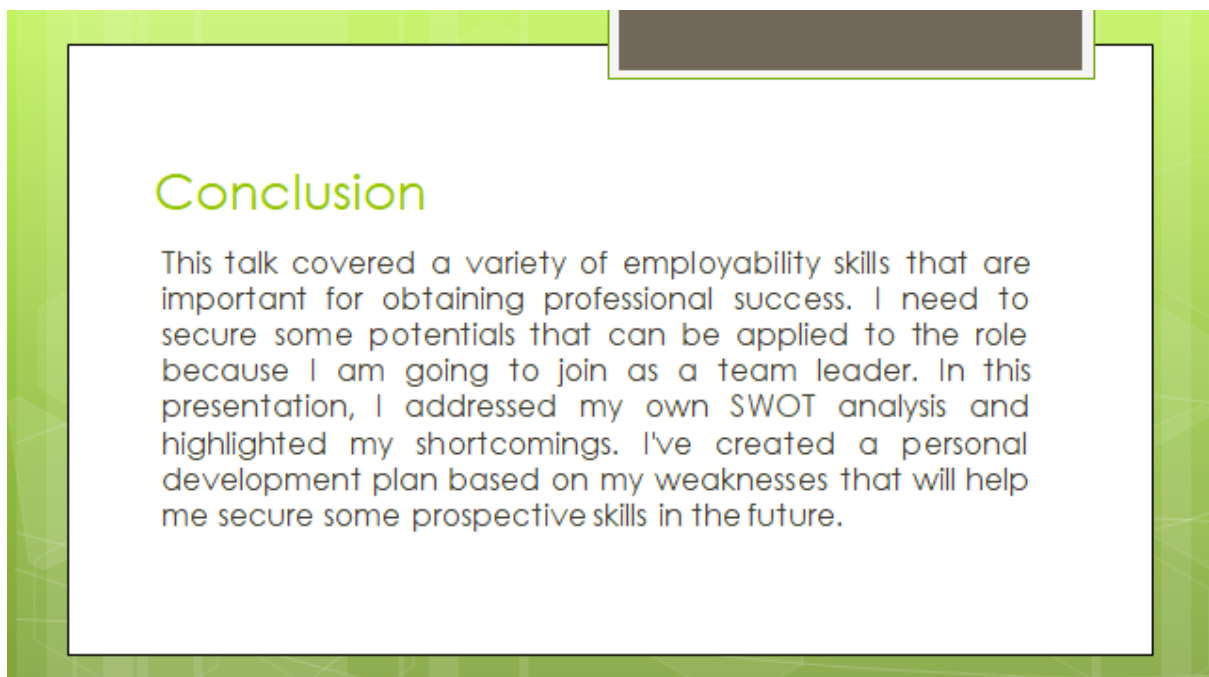
Students must lead numerous programs, tournaments, and group activities during their academic learning periods. Faculty members lead the sessions in order to help students enhance their leadership skills. This ability is essential for admittance into top-level positions, which is crucial for career growth. As team leader, I have demonstrated strong leadership abilities that will assist me in achieving professional success. In this sense, I must concentrate on effectively leading team members who can assist the team in achieving its goals and objectives. I need to focus on excellent communication among team members in order to demonstrate strong leadership skills in the workplace.



In today's world, information and communication technology (ICT) is used in a variety of ways. It is critical in a business since it streamlines operations and ensures maximum efficiency. Because they must use modern technology in their academic lives, today's students are well-versed in ICT. As a result, organisations place a premium on employees who have strong ICT abilities. In my professional life, I must put my newly acquired ICT abilities to use in order to achieve a competitive advantage in the workplace.



I needed to form an effective team and work constructively to complete duties and achieve the goal while working in undergraduate programs and volunteer organisations. Most organisations require teamwork in various scenarios, thus those teamwork efforts will benefit me in the future. As a team leader, I must demonstrate strong teamwork abilities in the workplace that can aid in the resolution of any significant workplace problem. Therefore, I will concentrate on establishing excellent communication among team members, which is critical for teamwork success. I'll also concentrate on fostering positive relationships among team members, which will help to foster team cohesion, which is essential for the team's success.



This talk covered a variety of employability skills that are important for obtaining professional success. I need to secure some potentials that can be applied to the role because I am going to join as a team leader. In this presentation, I addressed my own SWOT analysis and highlighted my shortcomings. I've created a personal development plan based on my weaknesses that will help me secure some prospective skills in the future.