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Academic and Employability Skills - BMSK4001

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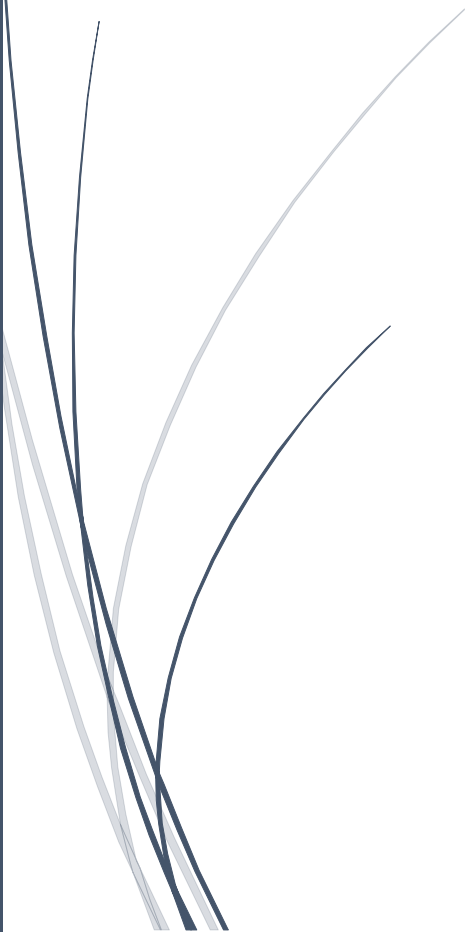
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The purpose of this report is to write about my relevant employability skills which will be credible in my search of employment. I have in this term explored the skills that are needed for any work place, and the importance of having these skills. I will in this report evaluate and analyse the skills that I have and talk about the negative and the positive of the skills that I have.

Communication Skill.

Definition.

Communication is having the ability to effectively communicate verbally or in writing to relay information.

How communication is used positively.

Communication is a good skill to have because when your applying for a job one of the things most employer wants to know that is if your able to communicate effectively.

The reason why employers are very keen to employing people who are good at communicating is, because in most companies you will be required to speak to clients and as you will be representing the company, it is very important that you are well-spoken.

I believe I have this skill as I am generally a good communicator, able to communicate well in both verbally and in written. I have gained this skill while working for the Civil Service, where I took a course in communication to further develop my skills.

I believe firmly that communication is one of my strongest strength, as this allows me to discuss complex issues with confidence. In my current role I am expected to talk to clients and negotiate payments. R. Taylor,2013, Confidence at work Pg. 43. Stated that *"Become 'others' focused. It removes the spotlight from you and increases confidence."*

Having the ability to speak well does not always mean that communication on its own is very effective. *"Communication is a vital instrument of leadership"* stated C. Kwiatkowski ,2017, pp.25 on Journal of Quality and Environmental Studies

People pay more attention to the tone of your voice and your body language; therefore, it is more important to pay attention to your tone of your voice and body language, then what you are saying.

People also listen very attentively to someone who does not talk much, and for this reason it is a very good practice to talk as less as possible so when you do have something to say people tend to listen.

Having the ability to communicate well has given me the confidence that I did not have before. I can now speak to small or large group of people without feeling nervous.

Dr. Kurtz stated, *"unless communication skills are integrated with history taking, physical examination, and medical problem solving, learners are unlikely to apply communication skills they have learned in real-life practice"*. 2003, Academic Medicine pp. 802-809,

Listed below are few examples of ways communication can be used more effectively and to your advantages;

1. Using communication Diplomatically- Communication comes very useful when you are being diplomatic, and carefully chosen words can be very deceptive when you do not want to give a clear answer.

2. Using communication to Influence- You can influence people to think and act in your favour, by communicating effectively.
3. Communicating to resolving problems- Communication is also a very good tool for resolving any matters, as you can build relationship and gain peoples trust by what you say.

How communication can be used negatively.

Communicate also has negative effect, for example when you are communicating and give too much information at one time, not everyone can observe all the information and therefore you may have problems because people did not understand everything you said.

Communication can also be used as a tool to misinform people by carefully using selected words to deliberately manipulative someone, or even a group of people. This is commonly used by Politian's or sales people to achieve their goals.

Problem solving skill.

Definition.

Problem solving is a skill by where you have identified that here is a problem and you can consciously find ways to resolve it.

Positive reasons for why problem solving is a good skill to have.

The reason why I chose to write about the Problem-solving skills because it is one of the best skill to have in my opinion.

I enjoy solving problems as it gives me a great sense of achievement when I find the answer, therefore consider this skill as one of my favourite skill. When I am initially given a difficult task which I find challenging. I take that as a opportunity to develop my skill as I know I will not be able to get it write and solve the problem straight away but at the same time I know I will enjoy the journey of finding the solution to the problem and further develop my problem solving skills.

Whenever I am faced with a problem I regard that as challenge as well as an opportunity to learn something new, because the there is a solution for every problem.

The best part of solving problems according to me is keeping an open mind without making any kind of assumptions, because when you make assumptions you then begin to only search for that answer to confirm that your right, but when you keep an open mind you get to find the correct solution for that problem.

I personally like to know the background of the problem to get a better understanding, this helps in 3 ways;

1. When you get to know the background, you get a better understand of the problem, which makes it is easy to identify where the problem started from.

2. Once you have identified the problem you can then begin to look for ways to resolve it and find solutions.
3. When you have the knowledge of the background of a problem and you find ways to solve it, you have identified the root cause and will put you in a better position to prevent this from happening in the future.

I follow these rules to solve many problems and found that it is very useful.

How problem-solving skill can be negative.

Problem solving can be a very daunting for someone who does not like to be challenged or good at problem solving. This can sometime have a negative impact as when someone fails to solve a problem they lose their confidence in their ability.

Team player.

Definition.

Team player is when you work as a part of a team to achieve a goal or complete a task that would difficult to do individually.

Positive reasons for why it is good to be a team player.

I believe that being a good team player is a very good skill to have because there will always come a time when you will need to work with other people.

Being a team player can give you the opportunity to show off your other skills too like communication skills and the ability to solve problems, as you will need to communicate effectively to your team members and may have to sometime work together to solve a problem.

This skill is very important within any organisation because, when you go for an interview the interviewer is more likely to be looking to find out if you will be a good person to join his or her team then the experience you will bring to the organisation, therefore this skill is not to be taken lightly.

Someone who can work well within a team in many case also possess leadership and management skills, as they are required to organise and manage other people. This is very useful when you want to go for a promotion.

A good team player is someone you can trust, and to gain the trust of your team members you need to show that you are loyal. Team members need to know that they can trust you and have faith in you, that is what makes a good team when every team members can have faith and trust in one another.

Reason why being Team payer can be negative.

There are not too many reason why being a team player can be a negative thing, but like all skills it has a negative side to it as well. Being a team player can have its disadvantage's as your team members might relay solely on you to come up with solutions. When all team members do not contribute equally it demotivates other team members and as a result there may be setbacks, and results might not be as good as the team expected.

There are many people that are hardworking and can produce good work own their own but are not good at working as a team because the might lack the confidence or open to constructive criticism.

Conclusion.

I have in this report explored and talked about few of the skills that I have, and the reasons why it is beneficial within the work place. I only wrote about the skills that I believe are most important to have in the work place according to me. To emphasise the importance of this skills I decided to write about the reason why not having this skill can result in not being able to work effectively within the work place.

I have found in my report that every skill has its own qualities and strength and discussed why not having these skills can result in not having the job you might want. In this report by exploring the skills that I have and writing about it gave me the opportunity to consciously think about the skills and the importance of having these skills.

I believe everyone has qualities and strengths that they take for granted, it is only when someone is writing about the qualities they have, they can learn more about them self and the skills that they took for granted, as I did myself whilst writing this report.

References.

R. Taylor, 2013, *"Confidence at work"* pp 43, 2nd edition. Published at London.

C. Kwiatkowski, 2017 *"Journal of Quality and Environmental Studies"*, pp.25- journalqe.com

Dr. Kurtz, 2013, *"Marrying Content and Process in Clinical Method Teaching: Enhancing the Calgary–Cambridge Guides"* Vol 78, Issue 8, pp 802–809.