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Trinity Saint David

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(Term-1 , Group - 3)

Assignment title - Academic and Employability Skills

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Introduction:

The purpose of doing this report to analyse that the institute provides the skills towards individual to achieve academic skills .By implementing of these skills to get more benefit out of it. Moreover, by improve those skills individual can stay long time and secure their job and challenge today's first running world. By implementing these skills it helps us to do our work efficiently and perfectly. Using of some technological skills we make our work on time and less afford. Academic skills are valuable as employment. So it is important for every student to achieve those academic skills and apply in our work place to make our life smarter and more comfortable. The skills are given below, I am going to analyse the importance of those skills and how they are beneficial in both academic and professional word.

- Time management
- Communication
- Teamwork
- Problem solving
- Decision Making
- Technology Skills
- Writing skill
- Leadership skill

Time Management

It is a skill that one can utilize successfully and effectively in particular at work. On the other hand it is the procedure of planning and organising how to separate individual times among particular performance. Better planning or manage time helps to do more work smartly and also helps to complete work in less time. Time management is very important in our professional and academic life.

- ❖ By improving time management skills can deliver work on time with an efficient result.

- ❖ Effective time management skills make someone more productive. It also helps to finish tasks early without compromising quality work.
- ❖ Time management prioritizes the urgent tasks to finish first and keeps the less urgent later. So one can easily concentrate his important work with high quality result.

Time management define as the expert utilize of all the possessions regarding achieving goal that explained activities, purposes and work in a period which begin and end are clear thinking (Akatay, 2003).it is also explained in differently that time management is period of time that shape the priorities and valuable way of controlling the time (Efil, 2000).

Time management utilize the time in order to achieve the particular goal in an expert way. Time management requires, not to controlled the time but it increase quality of activates acknowledge the limited time (Erdem & others,1998). Time management is also a best source like other resources. there is 24 hours 7 days a week for everyone and no one can stop , change, save or lend to anyone. So it is better to use the time properly and efficiently (Scoot, 1995).To takes everything from the simplicity to a complicated level time is the one that plan, asses, develop and implement (Can, 2000).

Communication

Communication defines as a process of information that shared and exchange of verbal and non-verbal messages (Brooks and Heath 1985), and where people create a relationship by interacting with each other. Communication is a way of interacting with something or someone. This can be done through: thoughts, ideas, feelings, motion, pictures, sound and behaviour.

James C. Humes an author and former presidential speechwriter for 5 presidents say 'The art of communication is the language of leadership'. Communication demonstrated in, for example the workplace would be

between colleagues. In a restaurant the waiter would have to communicate with the customers and then communicate with the chef. At a hospital, during a surgery a doctor would have to communicate and work together with his fellow doctors and nurses. Its challenges that would be faced in the workplace would be miscommunication, lack of teamwork, lack of participation bad listening skills and a bad leader/manager.

To make teamwork and communication more effective and efficient, qualities needed would be good listening skills, participation, teamwork, ideas and a listening manager

Teamwork

When a group of people work together builds up a friendly relationship between each other, sharing each other knowledge and ideas, combine their strengths to achieve a common goal.

Without teamwork we cannot succeed in our both academic and professional world .so it has a significant and lifetime career. Teamwork brings new and fresh ideas to gives successful in the competitive world. My perspective as a head of the team to bring two or more people together in a table and come up with new ideas which will be beneficial for the business overall.

It is good to have this skill because one can learn from others. It is also a good opportunity to work in a team and learn to solve the problems by exchanging ideas and help each other. Working together as a team can find out the solution quickly and complete the task. Teamwork is so supportive that it makes a method of ensuring that within the deadlines team provide excellent work. In a team if one person is behind to give his afford another team member pick up. Work done smooth and faster when work is divided to a whole team.(online). As an example academic module I have done the presentations with my team and also same procedure I am following in my employment which giving me great achievements.

Problem Solving

According to two British individuals who identified that a decision making process is a well establish framework for problem solving. (krepner and tregoe,2013).

There are some way that individual can solve the problem by identify the problem, verify the source of information, explaining and found possible reason.

There are so many factors that define a manager effective or an ineffective one. These two ability makes decision depends on good and suitable information to solve the problems. One individuals can be creative to solved the structured problems by using previous solution ,on the other hand another person can add more creative thinking to solve the same problem. (Book)

To have this ability individual can define as more creative and smarter than others which make the person more confident to the competitive world.

Decision Making

It's a method of selecting a reasonable decision from the accessible option. When a person makes a good decision he should consider all alternatives and see the positive and negative side of each option.

In a successful decision making, a person should be able to calculate the outcome of each selection and decide which item is good for that particular situation.

Decision making is a very important skill for the workplace if one can see him as an effective leader. As a manager can decide which person to employ, which supplier to choose to fulfil the requirements, what policy to follow to achieve the industrial goal.

I don't have this skill on me moreover i believe it is possible to improve this skill by

- ❖ Taking a part of the every opportunity comes towards me in the company. Present there are know what the tools others use are and how to make an effective decision.
- ❖ Analysis all the outcomes that come from different source and make the best results out of it.
- ❖ Before taking or making a decision i need to go carefully check every items or information is correct.

- ❖ Should not rely on the first decision which made before. Moreover, if needed to dig more information to get an effective decision for the long term goals.

Technological Skills

In today's world we cannot think without technology. Technology such as computer, mobile, printer, fax etc .It makes us more functional and beneficial. Technology is friendly in use and it save our time and energy. It also saves our cost too.

It's very important in our academic and work place. For an example: by using computer we can complete our task on time and save our task in folder. We can keep 10 years old documents and easily access when necessary. On the other hand mobile phone is another technology that also impact in our life and it is so handy that we can use it anywhere we like .we can contact each other in a second. We can send important documents one place to another place within a minute. before people use cameras to take photo's but now a days we do not use camera for taking picture. Moreover now mobile phone itself comes with high quality of mega pixel and good resolution. By using that technology we can keep in touch with our friend and family members anywhere all over the world.

For an example: I don't have much knowledge about computer. Moreover I don't know anything about Microsoft word or excel to use. When i joined university i start doing my assignment using Microsoft word and excel. And now i am able to use this skill to my work place. So I can say it was really so beneficial for me in my academic and professional life to compete the today's world.

So having this skill we can easily make our life smoother, faster smarter and functional. Taking less stress and improve our work with high quality to compete the today's world.

Writing skills

It is one of the skills that we use in our academic and employment. It helps us to communicate and share our ideas with each other. We all can write but there is some different writing that we only use in academic and professional

places. By reading more and more books, join a different workshop and night classes can improving writing skill which also increase individual confident.

For an example: if we need to write any official letter we use professional word ,check our grammar, spelling etc .we also use the same method when we make assignment in academy.

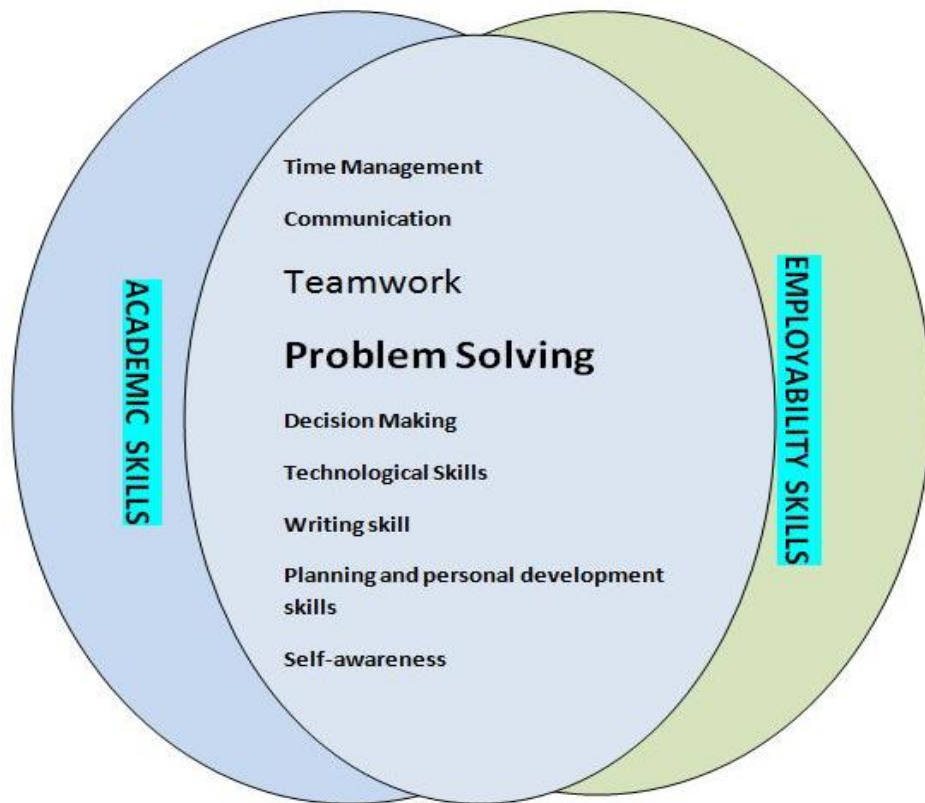
Leadership skills

Managers are Leader who does right things and take right decision in efficient and smooth way to achieve a certain goals. Leaders motivate and inspire the team to meet and achieve particular goal. They also guide and divide work among the team members.

To have this skill proves individual ability that they are different than others. Leadership can divine them self extraordinary and valued works. They are also very close to the company head and they have the opportunity to meet company goals and desires.

I have this skill and this skill really helped me in my academic life as well as my workplace. I used take a part of any college programme, make team and guide them how to improve performance, motivate them to do the best performance.

The pie chart is given bellow the common skills of academic and employability skills:



Conclusion:

A lot of excellent academic skills are being complete to maintain me to become more employable. Employability is a joint equation and many individuals require a choice of forms of support to defeat the physical and mental barriers to learn and progress (i.e. updating their resources). Employability is just not only about professional and academic skills. It is relevant and functional manual work market in order to assist them to create knowledgeable decisions about the work market options accessible to them. They also need to support to understand when such information is useful and to read that information and turn it into skill. Finally people also need some sort of opportunities to do things in a different way, to contact related guidance mainly effectively in employment.

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Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with your Task 1 (part of the Assignment for this module).

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

Who killed Nokia?

In October 1998, Nokia became the best-selling mobile phone brand in the world; by 2013 Nokia had lost it all. What led to the company's decline? In order to understand its rapid downfall from its position as a world-dominant and innovative technology organisation, a qualitative study was conducted. It consisted of interviewing 76 Nokia top and middle managers, engineers and external experts and conducting in-depth investigations.

According to the findings, published in the 2015, Nokia had suffered from organisational fear; it was grounded in a culture of temperamental leaders and frightened middle managers. There are descriptions of some members of Nokia's board as "extremely temperamental" who regularly shouted at people "at the top of their lungs". Threats of firings or demotions were commonplace. Fearing the reactions of top managers, middle managers remained silent or provided optimistic, filtered information. One middle manager told us "the information did not flow upwards. Top management was directly lied to..."

Moreover, top managers realised that Nokia needed a better operating system for its phones to match Apple's iOS; they knew it would take several years to develop, but were afraid to publicly acknowledge the inferiority of Symbian, their operating system at the time, for fear of appearing defeatist to external investors, suppliers, and customers and thus losing them quickly. Nobody wanted to be the bearer of bad news. Top managers also lacked technical competence which influenced how they could assess technological limitations during goal setting; by comparison, the top engineers at Apple were all engineers. Instead of allocating resources to the achievement of long-term goals such as developing a new operating system, Nokia management decided to develop new phone devices for short-term market demands.

Nokia's ultimate fall can be put down to internal politics. In short, Nokia people weakened Nokia people and thus made the company increasingly vulnerable to competitive forces. When fear permeated all levels, the lower rungs of the organisation turned inward to protect resources, themselves and their units, giving little away, fearing harm to their personal careers. Top managers failed to motivate the middle managers with their heavy-handed approaches and they were in the dark with what was really going on.

Lecturer's signature:

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Date:

23.08.2018

Ex.2

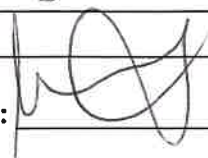
This task is designed to see if you can **summarise** ideas from course materials in **your own words**. Re-read the text 'Who killed Nokia?' on previous page. Now answer the following question in **your own words**: What factors contributed to Nokia's downfall? Write about 175 words.

Nokia is a very reported and best selling phone brand in 1998. Nokia's rapid downfall because they could not compete with other competitors such as Apple. Apple already invent so many new softwares and for Nokia it was hard to compete in the same market. So they started losing customers. Moreover there is some lacking with the managers. The top managers behaviour towards Middle managers was not that great. The top managers temperment ~~was~~ ^{was} bad and was increasing day by day and the middle managers felt fear and stayed silent. Top managers ~~are~~ ^{are} responsible for killing Nokia. Top managers also have lack of technical competence, to set up a long term goals and compete with the market demands. Nokia basically fall because of their Managers behaviour ~~to~~ ^{with} their colleagues, less communication, No long term goals and also lack of fulfill consumer demands. Company's inside politics killed Nokia as well. Top managers failed to motivate the Middle managers and suppliers and also failed to assure investors. So the company fall down badly. Repeated.

Lecturer's comments:

Good

Lecturer's signature:



Date:

20/1/19