

# IEEE Referencing and Academic & Employability Skills

For success in both an academic and an office space it is crucial an individual must learn a range of transferable skills. These can be split between hard and soft skills. Hard skills can be identified as technical knowledge and training [1]. These are most often gained through an academic or training. Companies may require a certificate of completion for proof of these skills. An example of skills required for my profession is the ability to work with MS excel.

Soft skills are the opposite and are more 'behavioural driven' [1]. An example of these skills are leadership, communication and punctuality. These are often developed through an individual's upbringing. Some individuals may be more efficient with specific skills. However, to succeed you must strike a fine balance for success in life.



[2]

Academic skills can include 'Research, Critical thinking, and written communication skills.' [3] These are not only vital in an academic space but are strongly desired in every career. For example, in a workplace written communication is used in all aspects. From writing reports to collating ideas for a meeting it is an important skill to transfer.

Employability skills can include skills such as collaboration, adaptability and effective communication. These three are often vital to work with others as part as a team in a workplace. Many university courses feature group projects which provide the opportunity for students to work as a team. This is another example of how transferable all skills are leading to a well-rounded foundation for an individuals life.

## Bibliography

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