

Introduction:

In this report I will be analysing my own academic and employability skills. The aim of this report is to assess the different skills needed when in work and to outline my strengths and weaknesses when in a work environment. This will help me improve my weaknesses by identifying them. Having these skills is very important and they are helpful in any aspect of life. 'self-regulation vital as students monitor and direct their own learning to achieve goals' (Andrade and Valtcheva 2009)

What is a skill?

'A skill is the ability to do something well' (Lexico). A skill is something that is needed in all areas of life whether it is used at home or work. Everyone has their own set of skills that they are able to do, skills also can affect your career and having many academic skills can keep many options open.

Different type of skills

Academic skills

To be successful in anything you need to have some form of academic skill. These skills are not just for the workplace but for day to day life as well. In my workplace these skills are vital as i work with children aged from 6 months to 5 years. Examples of academic skills are time management, various communication skills and critical thinking. On a day to day basis time management is key as the children run on a tight schedule and we need to make sure that they are catered to properly, meaning they eat, sleep and play at the right time. Communication skills are of main skills needed when in this career as it is needed every second you are there.

Communication skills

There are 4 main communication skills required whilst working in this setting, verbal, visual, non verbal and written, each one has a different effect.

Verbal skills are the main skill needed in this setting as children need guidance, they have to continually be praised to boost self esteem. These skills are also needed to update parents on their child/children's process.

Visual skills are needed as children need safety. As a staff member I have a duty of care meaning i have full responsibility of the children's health. I need to make sure I am visually active to try and prevent future incidents from happening.

Non Verbal communication is important as some children find it hard communicating whether it is because of language barriers, problems at home, or just common shyness. It is my position to make sure I recognise these signs and act appropriately.

Written skills are highly important, these skills are needed to record incidents that have happened, write emails to parents and educate the children in writing.

So overall without communication my workplace would not run as smoothly as it does present. The skills listed help me make sure I am able to go through my day smoothly, although some things don't go to plan as the communication can sometimes be misread, overheard or there was lack of communication, all of these skills are needed for employability skills and can help boost your career options just by having them and being able to use them whenever.

'Reports examining graduate employment issues suggest that employers are concerned by the lack of employability skills exhibited by entry-level job applications.' (Cassidy S, 2006).

What are employability skills?

Employability skills are some of the most important skills to obtain. These skills are the one ones that help you get and keep a job. Employability skills are made up of teamwork which is important because when working with children you have to work as a team with both staff and parents to create a stable learning environment for each child's specific needs, being able to work as a team means that organisation will follow. When each person plays their role correctly it gives better opportunity for the next person in charge to do what they need to succeed. Meaning most things will get done on time. Employability is about time management as well. Your manager loves to know that you can get things done on time and they can rely on you. Negotiation is another good skill to have, it helps when you are working with children as sometimes they don't want to do certain activities and have to be encouraged, this skill also helps me in my day to day life, when i am going to the shop or am out with friends. This solves many issues and also helps me with my leadership skills which will affect my employability if not done properly.

Leadership

'Mr Bennis believed that leaders are made, not born. He taught that leadership is a skill--or, rather, a set of skills--that can be learned through hard work.' (Sterbenz, 2014).

Mr Bennis being the man who is said to have created the idea of leadership explains that those skills were learnt and can still be learnt today. This then refers me to my in class exercise in which we talked about Sudmann and his research for solutions on classic leadership problems which then lead him to Aurelius' approach on self leadership and how it can affect your leadership skills.

Sudmann talks about the problems and Aurelius adds to the solution by stating *'You have power over your mind - not outside events. Realize this, and you will find strength.'* (Aurelius, AD 121-180). What he is trying to state is that it all starts with you. How you think, feel, act and react

to situations during day to day life. Once you have self control, not many things can gain access to you and that makes it easier to focus on the tasks at hand, making it easier to lead and think quicker. The way you present yourself to other people is how they are going to view you, if you seem unconfident and confused you will lead a poor business, being a manager is one thing, but to be a leader you have to have more interpersonal skills.

'The main difference between the two is that leaders have people that follow them, while managers have people who simply work for them.' (www.nextgeneration.ie). This links to the point Sudmann was trying to get to. It is always easy to manage and expect what is said to be done, to be done, but when you are leading you need to have control of yourself before you can try to control other people, or as we would say, work with them.

This then brings me onto my own analysis of my skills in the workplace. In the workplace we are required to be on our feet at all times, we must be aware of our surroundings, make sure that we are flexible to step in and help and also have great communication skills. I ensure that I am always occupied and make plans of any activity I would like to partake in or lead. My job comes under a leadership role as daily I am educating the children on things such as reading, using the toilet properly, expressing themselves appropriately and writing.

To help identify my skills i will be doing a strength, weakness, opportunity and threat plan, also known as S.W.O.T. This will help me identify my weaknesses and I will be able to see how I can turn them into strengths but doing a personal development plan. Reading about Aurielius helped me understand the importance of self control and i will be using his teachings to help improve myself, which will then improve my abilities and contribute to my personal development plan.

<u>STRENGTHS</u> I have good time management, I'm good with written and verbal communication, I'm confident in work.	<u>WEAKNESSES</u> I find it hard to say no, I dislike constructive criticism, Very independent, I sometimes dislike working in teams, I don't always believe in myself.
<u>OPPORTUNITIES</u> I'm able to meet new people wherever I go, More access to resources, Able to use my knowledge to further my career.	<u>THREATS</u> The childcare system could become more difficult, I might not qualify for the help i need, I might not have the money.

(Smyllie, 2019)

Whilst doing my S.W.O.T analysis I learned that I am more of an independent worker and i need to learn how to co-operate appropriately with adults and be more confident in myself and not only in my work. I need to turn my independent weakness into a strength by encouraging others to be more independent. When reading quotes from Aurelius' book Meditations I learnt a lot about self leadership and I will be incorporating many of them into my own work. I am now going to work on a personal development plan.

Goals(Present and future):	How?:	Deadlines:
Learn to work in groups	I will to get myself involved in more workshops our group based activities to help myself and others work together effectively.	March 2020
Learn how to save	I need to make a savings account and put a set amount into it every month consistently.	February 2020
Improve my knowledge	I will take extra time out to revise and learn my subject to the best of my ability to further my education.	April 2020
Stay up to date with childcare	Engage in childcare workshops alongside university to keep my knowledge base up to date. Actively research new document legislations relating to childcare.	November 2020
Change my course to Health and Social care	Complete my current course successfully.	October 2020
Own a nursery	My aim is to own my own nursery, to fund this I will use my savings and seek financial assistance from a variety of institutions.	October 2023

(Smyllie, 2019)

I have developed a personal plan which will benefit me in the future, I was able to create this plan by looking at my S.W.O.T analysis and whilst doing that I found my weakness' and over time they will be made into strengths. I found that although my weakness' aren't major I still need to improve them to be a significant role model for both my students, colleagues and other members of the public i may come across. By making this plan I am organising myself correctly which will make my goals easier to achieve.

Overall in my work environment I find that my academic and employability skills are at a good level as i have knowledge and a good understanding of my area of work. My skills are continuing to increase as I do S.W.O.T analysis and asses myself in different ways, as I am good at problem solving, time management, and critical thinking it is easy for me to make not only mine but the children's days flow easier. I feel by working in this environment I am able to not only teach but it is also a learning experience.

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KIRI SMYLLIE 1908930



Academic and Employability Skills (ACE) – term 1
BMSW4001

In-class exercise 2: Summarising (Oct 2019)

Ex.2

Re-read the text 'To be a great leader, you need to start by leading yourself' on the previous page.
Summarise main ideas from the text in **your own words**. Write about 175 words.

Leadership is about creating a positive outlook for the future. However, what we think leadership is, is not always what we experience when we have to do it.

Lars Stodmann realized that being a good leader meant you had to have good self leadership skills. Stodmann found a possible solution in Marcus Aurelius.

M.A was all about self-leadership. M.A made sure he focused on three main things. Firstly, being aware of weakness. Secondly, taking 5-10 minutes out of the day to think of past and future issues that could arise and possible solutions. Lastly, keeping composure during hard times by keeping future plans in mind.

Stodmann took these teachings and incorporated them with his own to become a more successful leader.

Lecturer's comments:

Very good.

Lecturer's signature:

[Signature]

Date:

13/12/19

Ex.2. Complete the blanks in such a way that the meaning of the second sentence is as close to the original sentence as possible, using the word in brackets where given. Pay attention to grammar and make sure what you write matches what is already given.

1) There will be a few changes around in the office. (announce)

The boss announced a few alterations in the office.

2) He doesn't write to me as frequently as I wanted.

I wish he wrote to me as much as I desired

3) We were concerned about her health.

We had some concerns regarding her welfare

4) You weren't careful, so you made so many mistakes. (had)

If ~~you were~~ you had been careful you wouldn't have produced so many mistakes.

5) The council cut funding so we could not provide free parking.

Because of the council's lack of funding, free parking is not available

6) His proposal was a failure as it was too theoretical. (relied)

His proposal was unsuccessful, he relied too much on theory.

7) It was Mary who stole money.

He accused Mary of stealing cash.

8) He seems well-educated. However, he's not very bright. (although)

Although he looks highly intelligent, he is the opposite.
educated was

9) Universities place the burden of understanding plagiarism and attribution conventions on students.

The responsibility for _____

10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third)

1/3 of young people who give birth to their first baby, end up producing another child within 2 years of having their first.

Lecturer's comments:

Very good attempt.

Lecturer's signature: 

Date:

12/11/19