

ACADEMIC AND EMPLOYABILITY SKILLS

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Introduction

Employability skills are defined as the current and the potential skills that employers look out within a prospective candidate (Collet *et al.*, 2015). Some example of such skills includes the communication skills, flexibility, technical competency, work ethics, determination, persistence, and others. The purpose of this study lies in development of reflection of the skills that I have acquired during the course work. However, I think that I still have some gaps in my skill that includes the working ethics, flexibility in the long end. The mitigation of the gaps would be characterised by the development of the action plan.

1. Description

The Gibbs reflective cycle is used in the event that a reflective analysis is to be conducted based on dynamic and past experience (Bassot, 2016).

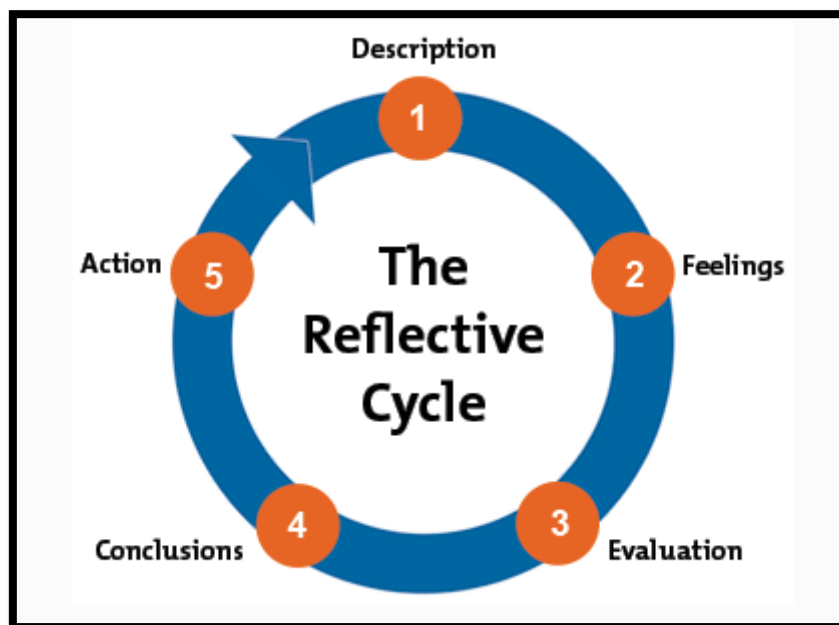


Figure 1: Gibbs reflective cycle

(Source: The University of Edinburgh, 2019)

Based on the above figure, it is evident that the mentioned model is characterised by five segments of reflection and identification of a potential action plan. The characteristics associated with the same include the following:

- **Description:** This segment is associated with the identification and basic description of the situation based on which analysis is conducted

- Feelings: This includes the identification of the feelings based on the case
- Evaluation: This includes critical analysis of the feelings (Sekarwinahyu,*et al.*, 2019)
- Conclusion: This is characterised by the summarising of the feelings as well as its analysis
- Action: This is characterised by potential development of plans to reduce gaps and improve oneself

The Pareto Principle is based on the percentage variation in the output and the input segment. The principle states that in most cases, a round off 80% of the output is exceedingly obtained from 20% of the input on the same domain (Mongin, 2016).

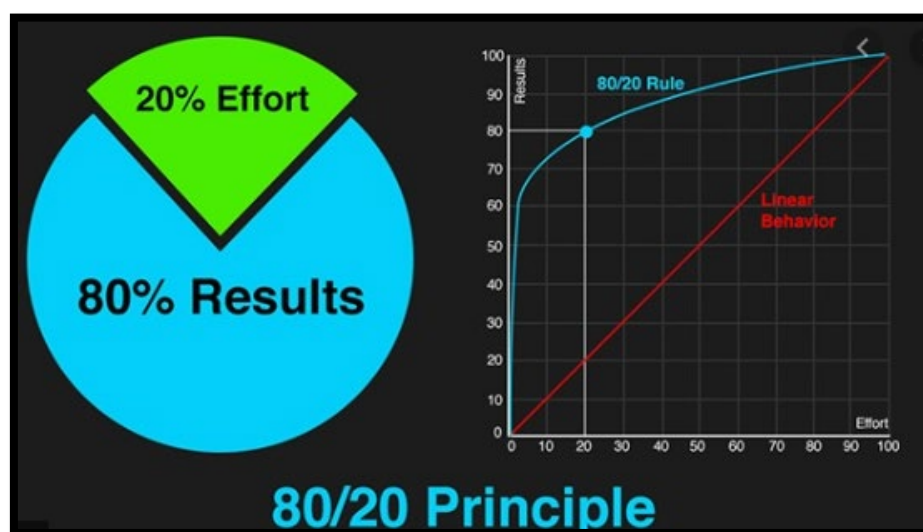


Figure 2: The Pareto Principle

(Source: The Interaction Design Foundation, 2019)

Based on the above figure, it could be deduced that the linear behaviour of an individual is dependent on the extent of output produced. However, the behaviour could be extrapolated in the liner figure only in the event that there is a direct relationship with between the input and the output. However, in most cases, the relationship is essentially a hyperbolic one.

Similarly, the Eisenhower method is essentially a boxed and segmented mechanism that aids in the identification of the priorities relative to a task.

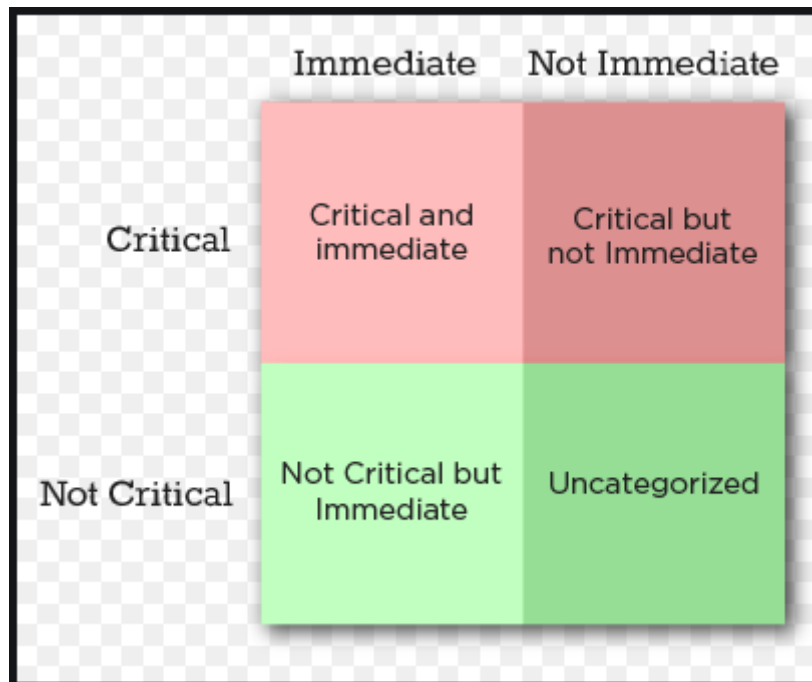


Figure 3: The Eisenhower method

(Source: Doylestownmasons.org, 2016)

The above figure is associated with the identification of the criticalness and the degree of immediateness of the variables associated in the academic and employability skills.

For the execution of this study, I have essentially undertaken two cases.

The first case deals with one group project in which I was responsible for conducting a reflective analysis with my team based on multiple topic provided by the professor. This was characterised by the comparative reflection as well as peer reviewed reflection in which each peer was responsible to identify one unique skill of mine, and then comment on the degree of achievement of the same. During the conduction of the task, I was able to communicate my personal feedbacks to my peers in an effective manner. Additionally, my feedbacks included the used of multiple models and scholarly articles. This was done to re-strengthen the feedback provided relative to the deductive statements.

The second case included my practical applications of the models and theories so learned in this segment. This included the uses of multiple reflective models and learning mechanisms that are associated with the module in the long end. Additionally, the project was a group project and I was responsible to lead a team of my peers for the completion of the study.

During the execution of the, I was able to mitigate minor issues among the team members as well as develop an innovative approach for the execution of the study.

Hence, based on the above two case studies, I think that my skill and strengths includes the following:

- Team work
- Problem Solving and Creativity
- Communication and Literacy
- Entrepreneurship
- Professionalism

The mentioned skills are a deductive attribute based on the mentioned case studies. Additionally, each of the skills is a product of effective reflection and segmentation of the priorities and output generated from the challenges faced in the case study.

2. Interpretation

Interpretation of module and impact of developing academic and employability skills

Analysis relative to Gibbs cycle

Relative to the Gibbs reflective cycle, the multiple modules that are associated with the academic coursework has resulted in the development of the academic as well as the employability skills of me over the tenure.

I think that based on the Gibbs reflective cycle and the two case studies, I have developed the foremost skill of teamwork. This is because of two reasons. First, in both the case, I was involved within the functional parameter of the group. As a result, I have essentially acquired the skill of working in a team. Second, since, both the case studies involved the conduction of a project in an innovative manner; I think that I have essentially developed and sharpened my innovative skill in the long end.

On both the occasion, I was essentially feeling a need to understand the requirement of the task so provided. Additionally, I felt that I have an inbuilt skill of leadership within me that would be sharpened in the professional segment. Hence, I think that apart from the team management skills and team working skills, all the others skills that I have identified are a product of my personal effort, the lessons associated with the module and the practical

experience associated with the conduction of the task. This would be because the other professional and academic skills like creativity, entrepreneurship and professionalism are a continuous learning experience and others are an acquired skill and not a dominant or inbuilt skill.

Additionally, post the conduction of a critical reflection; I have essentially identified the areas or gaps in which my skills are poor in nature. This has been characterised by the development of an action plan that would mitigate my gaps in the long end.

Analysis relative to the Pareto Principle

Relative to the 80/20 model, I think that the input of understanding my peers as well as the requirements of the task has enabled me to identify the multiples skills. As a result, a minor input of critically understanding and conducting a SWOT analysis during the execution of the cases has resulted in the influencing and developing the entrepreneurial skills and the professionalism within me. This is because; I have included a constructive criticism and analysis as per the requirement of the staff. I think that this reflects my professionalism as well the innovation mechanism. This would include the use of a positive and constructive approach for the conduction of the task.

As a result, none of the team members provided any negative comments about my leadership and problem-solving approach during the second task. Hence, it could be deduced, that I have essentially identified and developed about 80% of the skills required in both the academic and professional segment. The source of this output however lies in the mere 20% input that I had provided during the two tasks. Though the two tasks are similar in nature, yet the major difference between them includes my role in a group. The former is one in which I was group member and my peers has to conduct a critical review of my skills in a dynamic manner. The latter however is characterised by the analysis of the modules associated with my coursework in a deductive manner.

Analysis based on Eisenhower method

Unlike the two analysed method, the Eisenhower method could be associated with the skill gaps that I have essentially identified. I think that the skill gap of working ethics could be placed in the segment of 'Not Urgent and Important'. This is because; the skill gap of working ethics could be mitigated and updated in a regular manner during the professional tenure of myself. The sole reason is that, I have essentially been associated with simulated

working environments in my academic circle only, which has limited the identification and the development of my working ethics.

Second based on the skill of flexibility as a professional skill requirement, I think that it could be placed within the segment of 'urgent and not important'. This would be because of two reasons. First, flexibility is a relative term as it is dependent on the organisation as well as the immediate supervisor. As a result, I think that though it might seem that developing flexibility would widen my skill base and increase my employability, it is not as important as the development of other skills such as creativity and entrepreneurship approach.

However, I think that this segmentation could be used in the analysis of my core skills as well as the identification of the potential skills that I need to develop for the professional as well as my academic segment. This is because; the segmentation of the skill would enable the identification of the degree of employability skill requirement in the long end. Overall, it could be deduced that in the event academic organisations provide regular and short-term employment opportunities, I think that module courses would lead to a higher degree of influence of professional skills in the positive aspect.

3. Outcome

Initially, I had some vital drawbacks in my personal skills and traits. I was unable to flexibly think about the various ideas for the projects. I faced severe problems due to this inefficiency in innovative thinking. I was unable to complete the project and chalk out proper methods for the execution. However, various techniques and methodologies helped me overcome this scenario. First of all, the Gibb's Reflective cycle assisted me in self-reflection, and I was able to analyse my problem through this procedure. Moreover, the various steps helped me in reasoning the situation and further, in chalking out effective ways to tackle the hurdles. This cycle helped me to understand my actions, feelings, thoughts, and gather experience from my past actions. This experience will help me in future scenarios and ensure that I am able to chalk out proper ways to tackle the challenges. Further, the Pareto Cycle helped me to understand the reasons behind my actions. I understood my behaviours are directly linked to the output and input of the event. Hence, by evaluation the output and input factor, I was able to ascertain the various factors that led disability. Further, this technique also helped me to identify the certain methods that will help me to overcome my disability. Moreover, the Eisenhower method helped to me identify my skill gap that created problem in my success. Further, this evaluation assisted me to draw out the various contingency methods for the

problem. I learned that by including myself in various projects and events, I will be able to enhance the rate of innovation in myself and further, this experience will enrich the quality of the ideas.

Action plan

Initially, I had two basic problems, which are problem with the working ethics and my inefficient flexible thinking abilities. These disabilities led to major setbacks in my professional and personal level. However, by proper self-evaluation and identifying the major reasons for the problems, I was able to execute and plan proper strategies to overcome this situation. According to me, to increase the level of work ethics, it was must for me to include myself in any corporate organisation. Through this, I will be able to gather important experience form the work culture. This experience would assist me about the various ethics of the workplace and it will be possible for me to cope up and excel in the challenging workplace conditions. Moreover, my other disability was my inability to think in a flexible manner. Further, to overcome this problem, it was required for me to participate in various events and group projects. The different projects will have different objectives, which will force to me change, my approach. This experience will increase my ability in innovation thinking.

Conclusion

From this report, it can be concluded that through proper self-evaluation, an individual can overcome his various personal skill gaps. The above report focused on the various improvement techniques like Gibb's Reflective cycle, Pareto principle, and Eisenhower method. The significance of these above methods has been discussed in the above report. For better understanding, the report has been assessed in reference to the personal skill gaps that I have. Further, the focus has been laid on the various processes that will help me to overcome these hurdles.

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