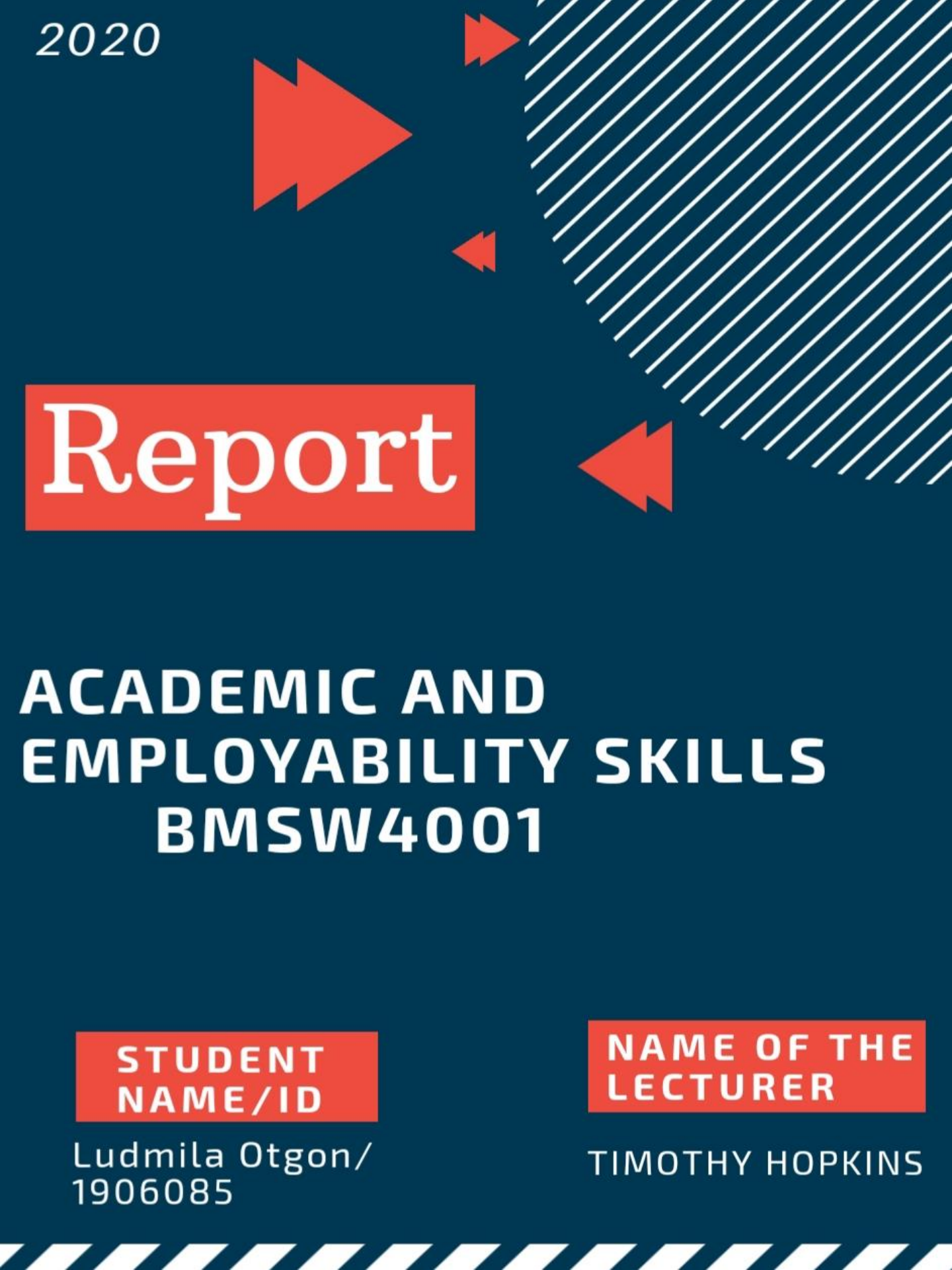


2020



Report

ACADEMIC AND EMPLOYABILITY SKILLS BMSW4001

**STUDENT
NAME/ID**

Ludmila Otgon/
1906085

**NAME OF THE
LECTURER**

TIMOTHY HOPKINS





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1 EXECUTIVE SUMMARY

This report provides analysis and evaluation of the course Academic and Employability Skills in my academic and personal development.

The exercises in the class, such as own research and finally extracts from journals that support the subject.

All exercises can be found in the appendix. The results of the analyzed data demonstrate my personal development in these 10 weeks of study.

Also, the report analyzes the fact that time management is the biggest problem that persists among students



2. INTRODUCTION

This report was made after extensive meditations and analyzed on my current situation within the course. In justifying the importance of this topic, I appealed to the definition of skills like:

- Time Management
- Soft Skills
- Employability

The most important factor is the satisfaction that the employees have for their work it is the satisfaction they have towards the work they do. Being defined as a primordial attitude that helps us to progress.

The goals I want to achieve at the end of this report are:

- intellectual and practical skills (academic writing, summarising, paraphrasing, etc)
- personal interests and motivations
- Self-Management

3.METHODOLOGY

My methodology include research and self-analysis of academic progress which is a descriptive, exploratory type and a mixed methodology was utilized for a better understanding during the first semester. For example I review course material e.g. units on moodle and in class exercises like SWOT analyse ,Eisenhower plan ,SMART method etc . Also I used information from book and I make my personal research .

4.DISCUSSION

A professional career is the evolution of a person throughout his or her life.Either short or long term it is a dynamic process. She can be seen as different forms.For example in economically, psychologically, and sociologically ways .

- In economic aspect it represents the steps and the merits also the employee's financial position
- in the psychological aspect it represents the attitude that the employee manifests in the workplace
- in sociological aspect it represents the role played by the employee and all his merits

The management of numerous situations is proof that you are a good or less good professional

"Project management: Time management can be considered to be a project management subset and is more commonly known as project planning and project scheduling. Time management has also been identified as one of the core functions identified in project management"(Project,2004)

4.1 TIME MANAGEMENT

Within hours I learned that to succeed in the workplace, but also in personal life time management is very important .I believe that there is no man who has not entered the crisis of time in the workplace. This is what happens when, at the end of a day at the office, you realize that you have not completed the tasks of that day at the workplace.



4.1 TIME MANAGEMENT



An executive summary, or management summary, is a short document or section of a document, produced for business purposes, that summarizes a longer report or proposal or a group of related reports in such a way that readers can rapidly become acquainted with a large body of material without having to read it all.

We spend going to work, solving work tasks before we leave home and facing the problems caused by time in the trial to fulfill our duties outside the professional sphere.

This can also lead to a state of stress that can affect anyone from all points of view. To avoid this, each of us must understand time management. You may be wondering what time management means? This is about improving the skills each of us has to better plan our work tasks over time.

Pareto Principle or Rule 80:20

He says that out of the total results we produce in one day, 80% of those results are generated with 20% of our effort.

The rest of 80% of our effort generates only 20% of its results.

I learned new techniques to organize my time efficiently within the course. For example In Appendix 1 you can find the exercise in-class To Do lists-Day(Appendix 1) .

It has helped me organize my time more efficiently and to realize how important time is. This list is my day on a sheet of paper. Time is one of the most important and non-renewable resources, being one of the pillars of success. To take care of people to make their living and to organize well and to organize absolutely the attention of the people to take care of success during operation with unnecessary activities. This exercise helped me understand this.

4.2 SWOT ANALYSIS



How swot analysis helped me?

Personal SWOT analysis is an efficient technique that has helped me make important decisions regarding both my career and my personal life. The SWOT analysis helped me identify my strengths, which I can use, but also isolate the issues that need to be improved. In this way I created a very clear picture of the level I am in my career, but also on a professional level and I got to know myself better.

During the course I created my own analysis(Appendix 2)

To better understand my strengths, I imagine that I am a competitive product on the market. I thought about how I differentiate myself from other competitors when I want to get a promotion. The purpose of the personal SWOT analysis was to identify the tasks that I can do best to discover myself. I compared them with my strengths and weaknesses with the requirements I aspire to. This has helped me to identify the impediments, and what I defer to do is work on the issues that I lack in order to become the best candidate for the job you dream of, but also as a person.

Swot Analysis



- 1.Creativity
- 2.Team Worker
- 3.Focus
- 4.Quick learner
- 5.Patient and careful



- 1.Sensible
- 2.Self-criticism
- 3.Often procrastinate
- 4.Get bored quickly
- 5.Undecided person



- 1.Platforms like :TEDx,iTalki
- 2.English learning clubs
- 3.New strategies
- 4.Time Management



- 1.Fail
- 2."What people will says?"
- 3.Bossy
- 4.Cynical myself
5. Dramatical person.

4.3 EISENHOWER METHOD

Eisenhower Method

"I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent."(Eisenhower,1954)

During the course I learned to prioritize my life (appendix 3)

Using the Eisenhower Method, I evolved my priorities using the important / unimportant and urgent / non-urgent criteria, then placed them in a quadrant according to the matrix.

Tasks are managed according to the following criteria:

Urgent and important - tasks that should be completed immediately for example(Table 2)

these are the things I need to do.

Important, but not urgent - activities for maintaining health (sport, healthy eating, sleep program, personal development). There are no emergencies, however, when we ignore them repeatedly, their health will deteriorate, causing the emergence of medical emergencies. That is why they should be included in the weekly program and should not be left to chance for leisure .

Urgent, but NOT important, just do an plan and organize your time.

- For example travel , go to classical musical concert , health or fall in love

Not urgent and not important - activities that can be left for leisure or even eliminated because they are time consuming but do not meet the main objective.For exemple :Surplus (shopping , download useless applications). I need just do eliminate this things.

	URGENT	NOT URGENT
important	•To improve myself(English and French) •sport •To pass this term •Pay the rent •To work on my weaknesses	•Travel •Go to classical music concerts •To fall in love •Buy a laptop(new one) •Health
NOT IMPORTANT	DELEGATE	ELIMINATE
	•To bay food •Make clearing •Take the mail(Post office)	•Surplus (Shopping,etc) •To downloads useless applications

4.4 PARAPHRASING AND SUMMARISING



What is a linguistic phenomenon like paraphrasing? We encounter examples quite often in everyday communication as well as in the academic process.

"In academic field, paraphrasing is an important skill to be mastered by the students because it helps them to get through many research papers, thesis, projects and other assignments in a smooth and organized manner"(Paraphraser,2017)

Within the hours(Appendix 4 and 5) I improved my skills to paraphrasing and summarising .They helped me to formulate my thoughts in a simpler way.But also I can formulate my thoughts from the perspective of other ideas.

'Summarising is an important skill in academic writing. It enables you to extract the most important points from a text and rewrite them in your own words, in a shortened form. Such skills are invaluable when you are note taking and researching for an essay. Being able to write a good summary also demonstrates that you have fully understood the text you are reading'(Cooper,2008).

4.5 MY RESEARCH

Looking at the pleasure of the employees in the workplace.

Methodology

In my research was included 19 people, of which 11 women and 8 men , with the age between 19-52 years including family members and friends. In order to identify the level of satisfaction in the workplace, values from 1 to 5 were used.

1 being absolute disagree and 5 absolute agree .

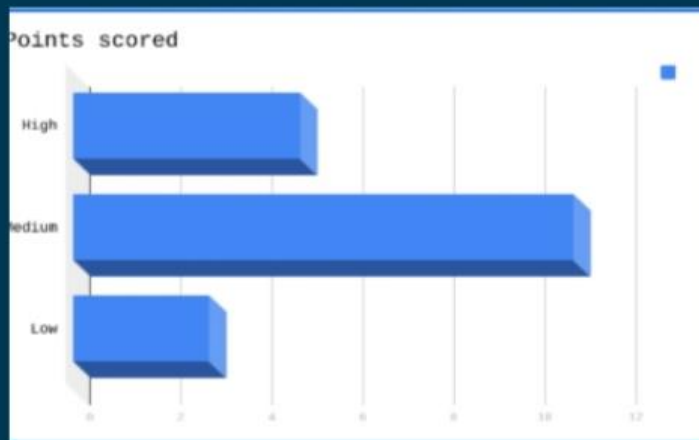
The outcome of research

In the first phase the respondents had to self-evaluate their job satisfaction.

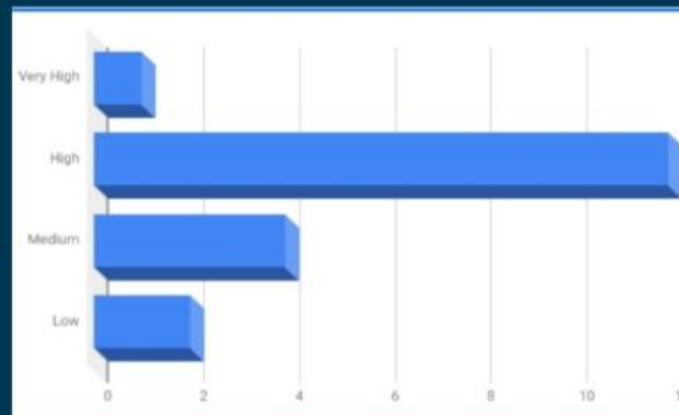


4.5 MY RESEARCH

Job satisfaction becomes a very important aspect of the professional activity, because, viewed as a whole, it exerts an influence on the activity of the whole organization, which implies that the relationship is necessary direct and satisfactory between the employee and the management, which would emphasize the possibility of experiencing a high level of job satisfaction of employees who are supported by management. On the one hand, the satisfaction in work may be variable depending on the quality of working conditions; on the other hand, this can be a independent variable that would cause consequences, such as: absenteeism, staff turnover or work performance



The second question was to expose the level of in job satisfaction.



According to the data obtained, we can identify a significant difference between the self-assessment of the level of job satisfaction and satisfaction level. We attest to the same values for the average level and the high level of job satisfaction. High frequency for medium and high levels of job satisfaction can be explained by the specific of the work environment.

5.ARTICLES

I am a competitive person, I always enjoy working with people for people. The last 3 years I spent working for the community, besides studying in high school I took care of the development of the society. With a lot of work I got to lead youth organizations and to be the President of the district council of young people. From here I created my passion for writing projects and receiving pleasure. My dream is to be an entrepreneur, to create jobs for people and to develop society at another level. I searched for success stories, to learn from famous people who managed to become rich. And I found some inspirational articles. From which I learned a lot about the business world.

5.1 STAR BUSINESS

In article "60 Top Entrepreneurs Share Best Business Advice and Tips for Success

Here were some of the biggest trends in their business advice:

Business ideas alone are worth very little. If you want to start a business and become successful with it, you need to solve meaningful problems. Execution is everything in business.

Don't just start a blog (or any type of business) unless you'll be doing something you truly love and are good at, or unless you can dedicate yourself to becoming that expert over the coming years. Becoming successful in business is more about your mentality, psychology and determination than it is about finding little tips, tricks, hacks and exploitations in the marketplace.

Start today. The only true way to learn is by doing and you can't afford to sit around waiting for funding. "(Robinson, 2019)

5.2 SUCCESSFUL BUSINESS PEOPLES

"You'll never see a successful business person over-dwelling on a new idea. They make sure that their Time To Implement (TTI) is very low. This applies even more when they learn something new that could grow their business.

They'll happily release a new imperfect idea, without fear. If it gets a good response, then they take the time to sharpen it up and make it perfect.

The key is to still think about what needs doing but act quickly and have a low TTI. They get feedback from the market on all ideas, as quickly as possible. Then they drop the losers and perfect the winning ideas"(Maven,2019)

5.3 10 BUSINESS LEADERS

A brand for a company is like a reputation for a person. You earn reputation by trying to do hard things well."

The reputation of your company is one of the most important things you have. Whatever industry you're in, one thing is for sure – consumers expect instant and personalized customer support. If you're already providing an excellent level of support then you're actively building up a strong reputation. A committed support team will be the difference when it comes to your reputation as it will transform once-off customers into loyal ones. Your reputation for the quality of support you provide will directly affect your sales, so think about investing in support if you need it. "(Kerr,2019)

6.CONCLUSION

I understood that money should not be the first motivation, but passion, then money will come after me, and only with a lot of hard work, perseverance and dedication will you get far. There is no exact list of steps you need to take to be a successful person. I just need to follow my dreams.

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To Do lists - Daily

G13 (APP. 1)
LUDMILA OTGON

Activity	Time Required	Priority	Time	Activity
Wake up?	15 min-45	Yes	09:00	Wake up?
Breakfast	15-20 min	Yes	10:00	Eat
Teach Math	1-1:30 h	Yes	11:00	Teach
			12:00	
			12:30	
			12:50-13:30	
Cooking Lunch	1:30 h	Yes		Lunch
Learn English / French	1:30-2:00 h	Yes	13:30-15:00	Learn
Facebook / Internet	1 h	No/Yes	15:00-16:00	Communication
Cooking Dinner	2 h	Yes	16:00-18:00	Eat
Relax	2 h	No/Yes	18:00-20:00	Yoga
Yoga				
Design	2 h	No/Yes	20:00-22:00	Design web
Improve myself	4 h	Yes	22:00-02	I'm watching Documentary read, music, movie, etc.
Sleep	2 h	Yes	02-09	He He He

Carpe Diem! Hear hear!

En. Le succès est la capacité d'aller d'échec en échec sans perdre son enthousiasme (Winston Churchill)

En. Success consists of going from failure to failure without loss of enthusiasm (Winston Churchill)

Did all these tasks get completed? **

a good effort!

Well done. (TH) 14.11.19

Time Management: The Eisenhower Method G13 LUDMILA OTGON

✓ Will done!
(TH) 14.11.19

	URGENT	Not Urgent
IMPORTANT	• To improve myself (English and French) • Sport • To pass this term • Pay the rent • To work on my weaknesses	• Travel • Go to classical music/concert • To fall in love • Buy a laptop. (new one) • Health
NOT IMPORTANT	<u>Delegate</u> • To buy food • Make clearing • Take the mail (Post Office)	<u>Eliminate</u> • Surplus (shopping, etc) • To download useless applications.

Actually I like to do everything myself! ✓!

Maybe sometimes you must delegate!

Student Name: LUDMILA O'GON

Student ID: 1906085

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 you Task 1 (part of the Assignment for this module).

Ex.1 Write a paraphrase of the following passage.

Chocolate has always been considered an affordable little luxury, associated with romance and celebrations. Therefore in 2001, revelations that the production of cocoa in Ivory Coast involved child slave labour deeply shocked chocolate companies, consumers and governments alike. The USA passed legislation mandating that standards be created to permit companies who could prove that their chocolate was produced without forced labour to label their chocolate "slave-labour free." The chocolate industry agreed to an international protocol that would give chocolate producers four years to limit abusive practices.

In Ivory Coast you can find the biggest cultivation of cocoa of Africa, who is used to make chocolate - little luxury, compared with love and fair. But after this paradise full of duty you can see child slave deeply shocked chocolate companies, consumers and governments alike. To help Ivory's child United State of America passed legislation mandating that standards be created to permit chocolate "slave-labour free", in 2001. After that an another big step was to limit abusive practices, the chocolate industry agreed to an international protocol that would give chocolate producers 4 years ~~without~~ deadline for make changes.

Lecturer's comments: _____

- a good effort

Lecturer's signature: _____



Date: _____

21.11.19



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.

You need devote some time and energy to self-leadership.

For example Mr Lars Sudmann was a consultant but he believe that he would see his first leadership role. But the experience don't was so incredible how he imagined his dream come true and he is first major staff meeting. But what is the problem? Actually when a employee asked a question about the company's email signature he fell apart. Sudmann realized after some months that he need to develop his hidden skills because something was wrong. And a big problem was time management, like many leaders.

He try to find a potential solution. And finally he found in literature of Marcus Aurelius. He understand that a great leader is not made by born, but by improving yourself and work, and work with our feeling. And he found 3 actions that go into self-leadership.

The first action is aware of your short coming and know about your bigges.

The second action was a question for know about your ability to be a leader, and his grow up. How did my leadership go yesterday, but today?

The last one action is regulate your feelings, because your energy is reflected to your employees, colleagues and customers.

Lecturer's comments:

- a good effort. Separate your summary into paragraphs? This will help me understand

Lecturer's signature:

Date: 13.12.19