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Executive Summary

This study identifies the importance of academic and employability skills in our life. The skills which we learn in our life needs to be developed and polished so that we can shape our lives in a way with the improved skills. This study highlights the different skills which I improved due to ten feedbacks from my mentors. The improvement in the academic and the employability skills will provide an individual a better performance in the organisation. It can be understood that the base of the development of the skill relies on the early learning of an individual. The study sheds light on the importance of developing the academic and employability skills for an individual. The study mentions the skills that can be developed by an individual in the time of learning in the university. The attainment of the skills will improve the image of the individual in the company they are working for.

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Task 1

Introduction

Employability skills play an important role for a person who wants to enter the labour market. The modern labour market has become more competitive where employers are looking for more flexible workers and who are capable of taking pressure. This report will discuss the importance of different academic and employability skills which are important to learn. It will also analyse my strengths and weakness in employability skills which are important for the future. Thus this study will be significant in understanding the skills which the employers demand from the workers in the market.

Analysis

Academic and employability skills help me to be involved in more critical thinking along with redefining communication, creativity and problem-solving skills of their own (Di Gregorio *et al.*, 2019). Academic skills are a set of skills that we acquire from our universities and colleges. It includes our reading skills, vocabulary skills, presentation skills and vocabulary skills. These skills help us in developing our strength and personality which plays an important role in our work life. It is said that creative minds have more demand in the market which help in bringing innovative ideas. On the other hand, employability skills help a person to be ready for their work-life (Misra and Khurana, 2017). Efficient employability skills help in making us more ready to enter into the labour market. I have learnt different employability skills due to my teachers who put a lot of effect into teaching and shaping us better.

Academic Skills

A critical thinking skill is a type of academic skill which plays an important role in the student's development process (Pakarinen *et al.*, 2017). I possess good critical thinking skills which helped in solving any problem easily. In the initial days, I was weak at critical thinking processes which got me continuous feedback from my mentors. With the help of mentors and teachers, I was able to improve my critical thinking skills. I learnt that critical thinking helps us in improving our decision making skills also which is important in our work life. When we can think critically over any topic, it helps us in understanding the problem in both ways. In the decision-making process, observing both sides of the facts need to be analysed that can help in a strong decision. Thus critical thinking plays an important role in academic life which I need to improve in future.

Listening and writing skills plays an important role in a student's life. An active listener can be able to understand things more than any weak listener (Post *et al.*, 2017). I was an active listener from my childhood which helped me a lot in my academic

life. Good listening power helped me in writing and reading skills. It can be said that reading skills help in boosting our communication skills also. I love to listen carefully to what others are saying to me which I can implement in my life. My writing skills were not good in the initial stage which got improved because of continuous feedback from my mentors. I practised a lot for improving my writing skills which brought me success. With the help of good writing, I was able to impress my mentors at a later stage.

Employability skills

One important factor which is needed to enter into the labour market is the design of our CV. The CV helps in presenting our skills, qualification and experience to the employers based on which we are selected in the company (Soomro *et al.*, 2019). Writing and presenting the style of the CV's matters a lot for us in getting a job at an early stage. Well decorated and presented biodata catches more attention of the employers who hire those who are more creative. I was not able to write my CV properly at the initial stage and got feedback from the teachers. Their constant support and feedback help me in improving my creativity skills which slowly made me good at writing and presenting my CV. I got to learn the proper way of presenting my personal information, skills, and work experience to the employer which can help me in highlighting my skills before them.

Presentation skills matter a lot for a person in both academic and work life. With the help of these skills, we can be able to speak clearly and actively. Good presentation skills help in creating more innovative ideas which can make a talk or a meeting more interesting (Ahmad and Lidadun, 2017). This skill helps us improve our communication skill at the same time. I was not good at presentations for which I got feedback from my teachers. The shyness inside me weakened me in connecting with everyone in a smarter way. I was not being able to interact with others and express my feelings to them. With the help of my mentors, I was slowly able to improve my communication skills which helped me in developing presentation skills also. Thus I was able to make interesting slides and make them efficiently understand others. Students who can present their ideas clearly in a meeting are appreciated more and kept superior to others. I love to come up with creative ideas which are more interesting and natural and loved by the others in the presentation. A good presentation needs clear ideas and concepts which can be understood by the audience easily.

In the future, I want to be a good presenter which can help in improving my employability chances. To be a good presenter, I need to develop my body language and eye contact with the speaker. I need to be good at communication so that my audience can understand my ideas and appreciate them. This improvement can be brought up by continuous effort and practice. Thus it can be said I need to practice more and improve my communications skills to be a good presenter in future. Good presentation skills will give me more chances of working on bigger projects and provide me options for career growth in the future.

On the other hand, the skill which plays an important role in our employment life is the communication skills. My communication skills were not so good at the initial stage

which got improved due to the continuous feedback. Good communication skills help us in interacting with others in a better way. When we can communicate with others freely it

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helps us in delivering our message to them in a clear way. Communication plays an important role in our both academic and employment life. I was very shy in the initial days which were noted by teachers. Their continuous feedback helped me to overcome my shyness and improve my communication skills. I was motivated to take part in various social programmes where I need to communicate more with my team members. This continuous participation and working in a team helped in developing my communication. Sometimes I also took part in various debate competitions which brought me more confidence in my communication. Slowly over time, I was able to involve in mass communication with others at ten same times. Thus continuous feedback improved my communication skills.

Analytical skills have become much important in the modern market where the demand for them has also increased (Pakarinen *et al.*, 2017). I possess good analytical skills because of strong and innovative creative thinking. Analytical skills need analytical thinking which is the mental process of thinking and breaking down a complex problem into simpler terms. This skill has higher demand in the modern job market where coding and programming have become more important. Companies want good analytical skills in their employees who can help the company in breaking down the complex problem for them and solve it much easier. I was always creative from the initial stage of my career which helped me to be more innovative. I was also very interested in bringing innovative ideas which can help me solve any problem much easily in less time. My programming skills also helped me in improving my analytical skills over time. I also think that I need to improve my analytical skills much more in the future to secure employment as early as possible.

Problem-solving skills help a person to solve any complex problem much easily in less time (Gunawan *et al.*, 2017). This is one of the key employment skills which have a high demand in the market. A good problem solver is wanted by all in their respective companies. It can be said that solving a problem much easily within less time makes us more efficient. I was not a good problem solver at the initial stage because of less concentration and communication. To solve others' problems more easily we need to communicate with them more in an efficient way. Due to my lack of communication skills I was not able to understand what the main problem of others was. The continuous feedback helped me to improve my communication skills which also enhanced my **problem-solving skills**. It can be said that a good problem solver needs to understand the problem first then apply a unique way of solving those problems in an efficient way. I learned the way which needs to be followed in solving any complex problem easily.

A problem can come in anyone's life which needs to be tackled and solved efficiently. My teachers taught me the way through which I should deal with and tackle the problem in my future life. An efficient way of solving a problem includes finding the problem first and defining it to others then. In the next step, we need to find ways to solve it and evaluate a plan to solve it much easier. My problem-solving skills got improved because of continuous feedback and support from my teachers. The complex and nebulous

programme can be solved with proper focus and concentration. I think that I need to improve my problem clearing skills more in the future. For which I need to improve my listening skills which can help me to become an efficient problem solver.

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Communication skills play a much important role in both academic and employment life (Khan *et al.*, 2017). My communication skills were not so good at the initial stage which got improved due to the continuous feedback. Good communication skills help us in interacting with others in a better way. When we can communicate with others freely it helps us in delivering our message to them in a clear way. Communication plays an important role in our both academic and employment life. I was very shy in the initial days which were noted by teachers. Their continuous feedback helped me to overcome my shyness and improve my communication skills. I was motivated to take part in various social programmes where I need to communicate more with my team members. In the work-life, good interaction and communication with the team members helped us in better understanding of our work. It also helps in improving our productivity in our work. Thus I have an aim of developing my communication skills more in future which can help me in enjoying a better life.

Conclusion

From the above study, it can be said that academic and employability skills help us in improving our attitude and personality in life. The above report demonstrates my different skills in which I was good and some I improved over time. This skill needs to be improved over the years so that I could get more success in life. I can say that my shyness gets improved due to the continuous feedback from teachers. There are some skills such as communication and presentation skills in which I was not good at. I improved them but taking advice from my teachers who also supported me a lot. I practised a lot of presentations which helped me in improving my both presentation and communication skills. These skills will help to increase my confidence in future along with providing me with career growth opportunities. Thus I can say that we always need to work on improving our skills as it helps in enhancing ourselves.

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