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BMSW4001- Academic Employability Skills

Report

Time Management, Referencing, Reflection & Public Speaking & Giving
Presentations

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Introduction to Academic & Employability Skills

One of the primary differences, in terms of preprogrammed perception of community, between academics and employability skills has always been the work-preparedness of freshly passed out college students. Traditionally, universities have concentrated on the development of students' knowledge, intellect and theoretical subjects' framework. However, in the current era, universities modified their perspective of academics and integrated skills alongside the academic framework, so college graduates can possess the skills and attributes. To be accepted as the functional member of an organization as studied by Blaxel & Moore (2012) and they showed a link between the two references [as shown in Figures 1 & 2]. Concerning engaging students with employability skills and academics, the current module covered a few basic soft skills related to academics, including time management, referencing, reflection on the learning outcomes, and public speaking and giving a presentation.

- identifying opportunities
- generating a range of options
- initiating innovative solutions
- translating ideas into action
- adapting to new situations
- maintaining *sense* of humour and *positive* self-esteem under *pressure*
- being *open* to *new ideas* and techniques
- evaluating and monitoring performance
- taking responsibility
- managing own learning and
- achieving *work* and learning *with* personal vision and goals

Figure 1: Employability Skills

- self-assessment
- taking responsibility
- managing own learning

Figure 2: Academics link these with Employability Skills

In this report, analysis and cognitive contemplation of the module will be discussed. The report follows the structure of Johns' Model of Structured Reflection (Johns, 1995a; Johns, 1995b; Johns, 1994). By following the format of the model, time management, referencing, reflection on the learning outcomes, and public speaking and giving presentations get analysed according to class studies, learning and literature study outside of the classroom. Thereby, the report is giving a clear view of the topic.

Time Management- An Organized Way to Study

Time management is an important soft skill that individuals need for ensuring the quality of planning and behaviours. Effective time planning sets the aim straight, keeps time logs, helps in prioritizing the important responsibilities, covers to-do lists, and organizes the study or work schedule. All these aspects get covered with time management and help in long-range planning of everyday tasks to greater accomplishments. As Payne, Bettman & Luce (1996) discussed in their article *"When time is money, the decisions are made based on positive pressure. They pay the cost of their accomplishments in terms of time as currency and while ignoring the importance of time management, they lose the opportunity."*

Several studies have witnessed the production and unrealistic skill development in individuals, irrespective of their age and employability level, due to time management (Razali et al., 2018; Cemaloglu, and Filiz, 2010). Do Carmo (2020) overemphasised the value of time in general like, which can further be supported by the studies of Hershfield, Mogilner & Barnea (2016) as they researched the psychological view of students, employed person and general populations. Their findings concluded people tend to stay positive, accomplish great achievements and goals, and stay happy when they prioritize time management. In a recent article *"How does time management affect academic performance?"* they studied the impact of time management and prioritizing their task on college students; students with deadline consciousness tend to get the most GPA [shown in Figure 3]. Therefore, studying the pieces of literature depicts a comparable insight and factual reasoning as to why time management is taken as an academic and employability skill and how it impacts.

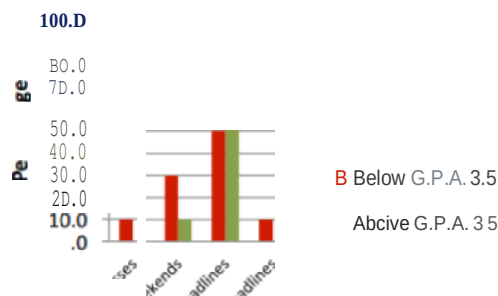


Figure 3: Times at which students begin doing their assignments

Reflection on the learning

In this module, the class was about how to manage time for everyday activities, to manage the development of skills with learning, and the impact of time on studies, overall academics and employment. The impact of time management in academics helps in scoring more. Students are most likely to get more scores on tests if they tend to designate themselves with deadlines, or if the institute assigns them a date. Studies reveal individuals score and perform well in academics as well as they get time for skill development which helps them in attaining employment. In contrast, individuals with disorganized time schedules score poorly.

Influencing factors

During the module, I learned there are internal and external factors that influence my decisions regarding academic and employability skills. Location and resources for studies are the internal factors. I need to have a controlled and peaceful atmosphere and complete resources for studies to manage time for different tasks. The external involves the expectations of the university from me, continuing the cultural traditions to study, then graduate and start a job, and responsibilities. These can only be scheduled in my routine to make it manageable with my dreams.

How I could have dealt with it in a better way?

During the module, I focused on attending lectures and minimized the focus on studying outside of the classroom, which I could have done better. The reason for not studying more was family responsibilities and lack of proper location and resources for study management. However, as the professor assigned a report, I read a Newshreds of literature and decipher new ways to manage my time with increasing skills.

Improvements in Learning

Due to this learning, I learned new strategies to make time for developing employability skills and learned that soft skills can be a part of both, academics and employment. The positive impact of this module would help in preparing me for future challenges related to gaining employment, communicating and living successfully as a functional member of society and minimising the adverse effects of mismanagement.

Referencing

Referencing is a proper work of academics that is also used in employment sectors while writing and preparing business reports. In academics, referencing demonstrates and ensures the reading of authentic, well-researched articles for the development of concepts, theoretical knowledge, and basic methodologies of different models. Aghadiuno (2017) portrayed the idea of studying a scholarly article and differentiating between the use of well-referenced literature and a layman's researched report. Eyre (2016) defined how some social media articles are often mistaken as academic articles; however, they are different from scholarly and this is where the referencing comes from. The referencing plays its role in the identification of correct picking of sources.

The module also involved the concept of scholarly articles' values and social media articles' values. A team of editors and experts on relative subjects review the submitted articles and then, these articles get published in a journal. Hence, they are authentic. On the other hand, social media articles can be written by anyone and they are not reviewed by experts. Neville (2012) also highlighted and summarized the process of referencing that was demonstrated in the classroom as well. There are several ways to cite an article; APA, Harvard, MLA, Chicago, and IEEE. However, there is one thing common about referencing including author(s) name, years, title, and page numbers.

Reflection on the learning

The module included the concept and need for referencing, the importance of referencing in employability skills, and the difference between scholarly articles and general blogs. I was aware of the different referencing styles, the concept of referencing and the need to include one in reports. However, I did not know about the importance of referencing in employability skills. It got clear as we need referencing in employment during evaluations, performance reviews, and reports. Furthermore, I learned the difference between scholarly articles and blogs.

Influencing factors

The influence factors of this module are clear and I will precisely describe them. Mostly, I used to read blogs and learn from YouTube videos. However, the module cleared the importance of referencing. So, I will now read only scholarly articles while studying for theoretical knowledge.

How I could have dealt with it in a better way?

I have reflected on the learning outcomes of the module as I have come across the need to analyze the literature, provide fully referenced reports, learn different models of reflection, and learn about skills that are related to academics and the employability sector. I think I have gained an in-depth knowledge of the topic and learned and practice how to deploy them in academics. I think I have dealt with it in the best manner.

Improvements in Learning

Referencing will improve the quality of my assignments and exams, and ultimately, I will be able to score more on the tests. I can also improve my report writing, and evaluation strategies by studying models in published articles and by combining time management and using proper resources and learning how to cite them in my paper will be the improved learning of this module.

Reflection

Reflection and reflective texts focus on the outcome of teaching. The queries like were the explanation of the topic was enough, was the student able to comprehend the learning, will the student be able to produce quality work in both academics and afterwards, apply to employment are evaluated in reflections. Ryan & Ryan (2013) defined the term as a short and self-written report on ongoing learning that will be submitted to teachers by students or to the head of the department by teachers and professors. Boud, Keogh & Walker (2013) promoted the use of reflection in learning. The author(s) also promoted reflective essays in the employment, and R&D departments, as the deployment of reflection, will help in the evaluation of employees' training outcomes. Thereby, this is not only an academic skill but also an employability one.

Reflection on the learning

This module's learning was based on training graduates to get work readiness. I think this module revised my previous knowledge regarding reflective essays. The only new outcome of this was I learned about its use in the organization. The implementation of reflective essays can be used in training programmes, reports, and also in the depiction of business projects via face-to-face communication during meetings. During meetings, a direct reflection of the learning about the project can clear the misunderstood parts.

Influencing factors

The knowledge improvised my study pattern of mine. Since I have learnt about the use and need for reflection, I have been adding short reflective short notes, written on sticky notes, and pasting them on my study desk to get a clear picture of what I learned in a day. It has influenced my study pattern.

How I could have dealt with it in a better way?

I have reflected on the learning outcomes of the module as I have come across the need to analyze the literature related to reflection. However, I think the outcome of this was positive and I have dealt with it in a better way.

Improvements in Learning

There is no such factor or area that I found to work on further.

Public Speaking & Giving Presentation

Global culture increased the use of public speaking. English public speaking became a fear factor for people with no English background and some; it became a fear factor because of their low confidence. A study by Zhang & Ardasheva (2019) made it clear that there is a need to manipulate students and instruct them to focus on factors like self-efficacy. Through the development of self-efficacy, individuals can overpower their weak points, shortcomings, and unwanted interference from the audience during speaking and present (Afsar & Masood, 2018). There was another research made on public speaking and presentation by Nash, Crimmins & Oprea (2016), in which they highlighted a methodology used by teachers to reduce fear factors. The methodology was made with a student-centred focus, and in this, the teachers asked out students, exclusively. They used the public speaking desensitization technique and assessments to reduce anxiety, indecision, and perplexing situations. Thereby, they lead to minimizing the failures.

Reflection on the learning

During this module, there was a series of presentations carried out. I think I was able to prepare a good presentation and deliver it in an adequate. However, in terms of public speaking, I think the institute should cooperate with students to reduce the fear factor.

Influencing factors

I think the outcome of this was positive and I have dealt with it in a better way. The increasing demand for public speaking made me realize I need to start developing my confidence to speak in large gatherings.

How I could have dealt with it in a better way?

I could have presented the presentation well if I gained enough self-efficacy. Nonetheless, I think I did good overall. But, I was hesitant and confused while addressing the questions rose.

Improvements in Learning

I have reflected on the learning outcomes of the module and considered that I am doing great in terms of presenting in class. But, my weak point is public speaking, so I need to work on that.

Conclusion

Universities have concentrated on the development of students' knowledge and employability skills. This reflective type of report discussed the four topics of the current module- time management, referencing, reflection on the learning outcomes, and public speaking and giving a presentation. In the module, I learned some ignored sections, including the importance of time management (managing time in small tasks leads to great achievements and helps in seeing oneself as a valuable asset to society), the difference between published articles and blogs, the need for referencing in employability sector, using proper resources and learning how to cite them in my paper, writing reflection after getting training in an organization, the implementation of reflective essays used in training programmes, reports, and the use of reflection in the depiction of business projects via face-to-face communication during meetings. However, the last section related to public speaking reflected the weak part. There is a lack of confidence to speak in front of a large audience. The report sums up the learning, the new things that I learned, and the weak parts that need improvements.

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