

Academic and employability skills

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Contents

Introduction.....	3
Chosen Model of Reflection.....	3
Time management	5
CV writing	6
Public speaking and giving presentations:.....	7
Conclusion	8
References:	8

Introduction

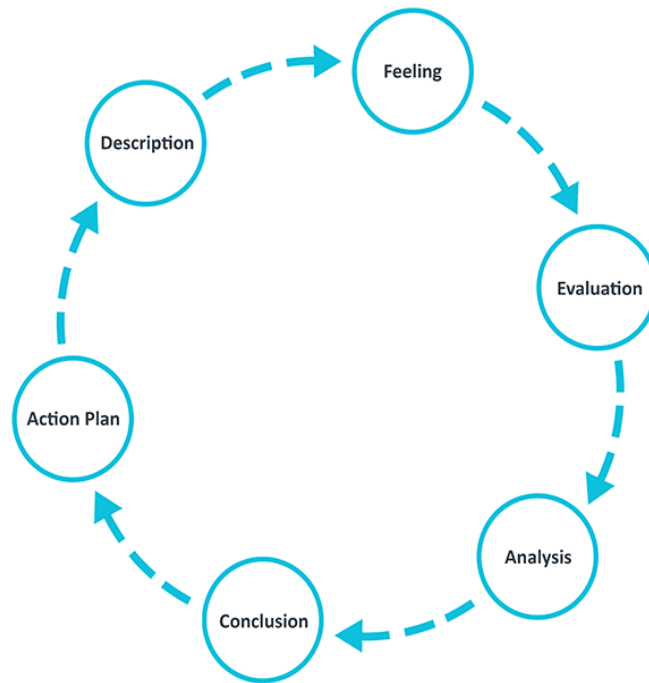
We live in the age of globalization. Covid-19 has affected the economic activity throughout the world. Thousands of people throughout the world have been losing their job due to outbreak of Covid-19. Job market has become very challenging for the university graduates. Students should enhance their skills to get expected job. They need to develop time management skills, CV writing skills, and public speaking and presentations. This report will provide the information about employability skill, feeling of learning and experience in work management, communication skills. This report will discuss the literature related to employability skills in life (Ozfidan, Ismail and Fayez, 2021).

Chosen Model of Reflection

Gibbs Reflection Cycle can be applied to explain employability skills such as communication and presentation skills, feeling after learning, crisis management skills and working experience (Gibbs' Reflective Cycle, 2021). Gibbs reflection cycle a framework for examining experiences in the workplace, and given its cyclic nature lends itself particularly well to repeated experiences, will help me to learn and plan from things that either went well or didn't go well. It covers 6 stages:

- a. **Description:** In this stage people need to describe about the working condition and nature of an organization. How works were done where, when it took place, who was present there, what was the outcome of the situation, and why I was there.
- b. **Feeling:** The feelings of completing a task and working experience. It includes feelings before starting work, during the work and feeling after completing the work.
- c. **Evaluation:** In this stage I need to find what is good and bad about the work. How did other people and I contribute in the work (Gibbs' Reflective Cycle, 2021).
- d. **Analysis:** The analysis step is whether I have a chance to make sense of what happened. Now I have a chance to extract meaning from it. I want to target the different aspects that went well or poorly and ask myself why.
- e. **Conclusion:** In this section I need to conclude the situation based on the facts and findings. What did I learn from this situation? What could be added to get better outcome from this situation etc.

- f. Action plan: Based on the experience and information from the situation I need to prepare action plan for future project.



Thus, applying the Gibbs reflection model, the learner can tell the story of the experience of learning, evaluation, analyses and the action plan to avoid the wrong way of learning. It will help me to increase my efficiency in the work place. It increases employability experience significantly.

Time management

Time management is essential to be successful in professional life. In this age of globalization time is considered as money. Students need to improve their time management. Business organization needs to finish their project within the given time.

Time management enables me to complete my assignment with the given time. Time management helps people to complete their work timely and efficiently. Time management enables people to prepare execution plan to finish a work within the given time. Time management is essential for a student as he needs do to various academic tasks to complete graduation. In this age of globalization students need to attain the capacity to efficient time management. Time management enables student to develop the habit to work within the given time which helps to their professional life as timely work is indispensable in every organization. Employees need to finish their work assign task within the given task it employees fail to deliver their task within the given time they may face huge loss in their business operation. Business organizations needs to finish their project within the given time otherwise they may face lose competitiveness in the market (Alrefaie, Hassanien and Al-Hayani, 2020).

In our university I have to learn about how to manage my time efficiently to get better result within short time. In my university when I came to know about time management it was totally new for me. In my class room I learned about priority based task setting, avoid procrastination, and stopping multitasking. From time management topic I learned about finishing the task within a short period of time through setting prioritize based on their importance. It also helps me to develop the capacity to work in stressing environment (Hendrawan and Daryanto, 2019).

Time management helps me to finish my assignment within the given time. It became easy for me to complete the assignment module as I divide them based on their importance. It helps me to improve my assignment quality greatly. My classmates were also improved their time management skills greatly. On the other hand it helped us to complete our assignment without major hassle as my classmates became skill in time management in their work which helped us to deliver assignment within the time. When the time management topic was discussed in class room it helped me a lot to manage my time in my academic life. On the other hand team work experience became very lively as it enabled us great co-ordination among the team member (Strzelecka, 2021).

Time management skills enable me to finish my academic life smoothly. As it helps me to finish my time within the given time. It helps my daily life as I can perform daily activities through proper utilization of time. For time management skill development, I need to differentiate urgent tasks, important tasks, scheduling writing system etc (Strzelecka, 2021).

CV writing

Curriculum vita is important for getting job in this competitive job market as it provides details of a job seeker. Many university graduates cannot get job due to inappropriate curriculum vita. If it doesn't provide proper information of a job seeker business organizations may not receive them. Business organizations want to assess the capacity of a job seeker before recruiting in the organization. So they scrutinize the information of curriculum vita to appoint a job seeker. CV provides information about the employability skill of a university graduate. It enables students to show their skills to job providers which help job recruiters to appoint their wanted employees. During CV writing course, I came to know how a CV can be made attractive and informative in front a company. Our class teacher told us that CV writing skills represent the personality, professionalism, skill and working energy of the applicants. After finishing the class I came to know about the CV writing process properly. It helped me to develop quick reading, professionalism, soft skills and statement about the career. It enables me to write a CV within a short period of time (Craven, 2016).

The CV writing topic was very exciting for me and my friends as it could be considered as the key to get job in our future life. CV writing enables us to maintain high quality in our CV formation process. After completing our course most of us came to know about the pros and cons of CV (Craven, 2016). On the other hand it helps me to develop my confidence about getting job. My classmates enjoyed this course very much as it is directly related to get job in this competitive job market.

In the classroom, we came to know how to decorate CV to make them attractive for the recruiters. We also learned shortlisted qualifications, computer skills and educational qualifications. We came to know the pros and cons of CV with the help of examples in the e-mail. E-mail should be written based on the template of the recruiter company. We collected various templates from different companies to develop our CV writing skills.

CV writing is prerequisite to get any kind of job market and our classmates were well aware about this matter. So we need to develop capacity to represent our CV in a short, attractive and informative way. Sentence in the CV should be short but informative.

Our class teacher provided us many templates to assess our CV writing skills in different circumstances. It helps us to develop our CV writing skills greatly. It enables us to reduce the hesitancy in writing CV. It also helps us to develop the CV format writing skills.

Templates from different companies help me to develop the capacity to write the CV according to the requirement of those companies which helps me greatly to develop my CV writing skills for different organizations. Thus, I practice CV writing regularly to be competitive in the job market.

Public speaking and giving presentations:

Communication skill is essential for getting job in this competitive job market. Business organizations throughout the world are struggling to continue to their business operation due to the outbreak of covid-19 and they need to depend on technology to continue their business operation. Communication through online platforms has become common medium for meeting in the organization. So I need to develop communication skills through online platform as it is essential for execution of official duties.

Communication can be divided both formal and informal communication. Formal communication is used to conduct official activities. On the other hand informal communication is used during our communication with non-official activities. In this age of information and technology business organizations want to recruit employees who are excellent in communication and presentation skills.

In my classroom I have learned gesture, speaking style, eye contact, focus pointing and questioning. In my class room I learn the formal communication strategy in the official works as I have to do team work to finish my assignment. Sometimes I need to lead the team to finish my assignment within the given time. I need to direct our friend to complete their assign tasks properly. It helps me develop my formal communication capacity (Caroni and Nikoulina, 2021).

I also need to present power point presentation in my classroom frequently which helps to develop my presentation capacity. It helps me to develop my capacity to improve my public speaking capacity. For public speaking, there needs confidence, words choiring, straight standing, eye contact, and smiling to attain the public attention. Preparing presentation is much easier than presenting them in the classroom as students need to explain the presentation topic to the listener (Angraini, 2016).

But after completing graduation I am suffering from lack of confidence during my public speaking. I also need to improve eye contact capacity as it is essential to bring attention for the listeners. On the other hand, in the present business environment it needs to present presentation through online platform to convince consumers and business counterparts.

But I have lacking in online communication and presentation skills. As I have lack of experience in online communication. On the other hand I am inexperienced in formal communication through online platforms.

The skills of public speaking and presentation which are developed in my classroom will help me to be competitive in the job market. Communication strategy is essential to convince the consumers and business partners to convince them we need to develop gesture, proficiency in speaking and eye contract capacities during public speaking (Angraini, 2016).

Conclusion

This report discussed the employability skills of students. Gibbs reflection cycle model helps students to improve their employability skills through description, feeling, evaluation, analysis, conclusion and new action plan. Reflective reports help me to develop my employability in my graduation period. CV writing, time management skills, presentation and public skills are essential for increasing employability of a student. I have tried to improve my employability skills with the help of my teachers and classmates. I also evaluate my strength and weakness and improve those weaknesses through group study and team work with my friends.

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