

Academic and Employability Skills

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Introduction

Every individual need to possess or learn certain, aspects to execute the activities assigned to it, in a better manner at the workplace. Skills and good knowing helps an individual to deal with the situations arising at the workplace in an effective manner .There are a lot of roles and responsibilities which an individual need to perform so as to achieve the performance objectives. Emploiability skills provides knowledge of the time management strategies, which helps to maintaining the effectiveness so as to succeed the targets also covers the evaluation of the effectiveness of a person with the performance objectives to analyse problems or issues , who affect the performance. Motivation is an effective tool which helps on reach objectives .

Skills

1.Communication and interpersonal skills

Meaning

The ability to explain what you mean concisely through written and spoken means. To listen and relate to other people, and to act upon key information/instruction.

Interpersonal communication is not just about what is said, the language used-but have it been said, and the non-verbal messages sent through tone of voice, facial expressions, gestures and body language.

The communicators

For any communication to occur there must be at least two people, in the discussion, it's easy to think about communication involving as sender and a receiver of a message. However, the problem with this way of seeing a relationship is the one that presents the communication as a one way process, where one person sends the message and the other receives it.While one person is talking and another is listening .

Noise

Has a special meaning in communication theory , it refers to anything that distorts the message , so the message can't be heard good by the receiver , and it's sounds different of what the speaker said or the receiver can be disinterested or have a complicated jargon.

Why is good to have at university or workplace

Workplace communication and university communication is good to have at the both of them, because with a good communication , for example at the workplace when communication is good ,allow the companies to increase and be more productive , and also at the university communication is important , because students need to have a good communication with teachers or their colleagues ,students have a good communication at the both of them and not just for this both categories , but students need to have a good communication in daily life too , because with a good communication they can make friends or a girlfriend and a lot of people who will love you, because they have a good communication with people.

Personally I have this skill , I don't need to improve it , because every day and every time I am so happy to

know other people's and talk about everything ,for example in my workplace , from the first day I was have a good communication with my employer ,and I I was so happy to see we have a good communication , not just with him , but also with my other colleagues because I think when you have a good communication and you give some positive energy to other people when you talk with them they take your energy too , and like that the communication will be so good. I was talking about communication at the workplace up , but now I want to discuss about the communication I have at the university , personally I have a very good communication with my teachers and my colleagues ,we understand each other so good .

2. Time Management

Meaning

Time Management, is the process of how students/employees organize their to be more efficient and more productive, and helps them to work smarter not harder , because if they know how to manage their time they can do more things in a short time, doesn't matter they are under pressure , if they know how to manage their time and be more

efficient and productive , all the stuff they have to do will be ready at the right time or early than time they was need to finish the things you was have to do.

Why is good to have Time Management at University or Workplace

Is good to have a good Time Management at University or at the Workplace, because students/employees need to have a good Time Management all the time not just for University or for the Workplace, for example students need to have a good Time Management at the University because they need to be in time for classes ,or to be in time when they have something to do like an exercise that their teacher gives to them, or when they have a project to do , the teacher give a deadline when they can submit their project , and they need to be in time. Now I want to discuss about the Time Management at the Workplace , to have a good Time Management employees need to set their targets , what they do in that day, how many hours they will work and other things. Just setting a target because they need to balance thei everyday life with university and work, and if they will do that, they will be successful in their goals.

I have or I need to improve this skill

Personally I need to improve this skill, I'm not so good at how to manage my time , every time I say “I will do that thing later” and somehow I forgot to do that thing, and every day is the same , I say I will do it but I forgot to do and I leave further and at final I’m under pressure to do all the things I was need to do more early. I want to discover how to manage my time, and after that to make all to reach my goals, first time I will put some targets , and I will see if I do some things from all, after that I will make all the things I was used to do and all will have a positive effect to me.

3. Problem solving

Meaning

Problem solving means to know how to find perfect solutions for the problems that might appear. How student do that? They need to see what problem appear and how they can handle it, first they need to define the problem, after that they find alternatives ,after they find the alternatives they need to evaluate them and at final point to apply solutions on the problem to resolve it.

Why is good to know how to find solutions at the problems at University or Workplace

Is good to know how to handle problems at University or Workplace because the problems can appear from nowhere, and students/employees need to know how to fight with them and resolve it. Like I said the problems can appear from nowhere and cause damages not just physically but mental too. Let's think about at a business, a coffee shop who have a lot of satisfied customers and who love to drink and eat at that shop, and one day the customers don't come to the coffee shop frequently and the owner of the business see this problem and think about how he can make his business more good than the others coffee shops? And the answer is bringing something new at the shop to take the customers eyes, just don't give up, solve the problem and never give up.

I have or I need to improve this skill

I have this skill to solve problems and not just for the University or Workplace, in general I know how to resolve a problem doesn't matter if it's a problem at university or work. I need to know to find solutions at all the problems that I face in my life , most important

thing in knowing how to resolve a problem is to define , after that you need to find some solutions which you think is good to make the problem disappear , after you need to analyse the solutions you find it to see if they are good or no , if they are good you can apply them to resolve the problem.

4. Leadership Meaning

Is the process of motivating a group of people to reach a goal. As a leaders students/employees needs to make their group to succeed in reach their goals. They need to make them to be better and better day by day. To be a leaders they need to be smart because a leader anytime find a solution for the problems that appear , and have a lot of ideas which helps another people to come with their own ideas to make a good job together, as a leader you need to listen any people who have an idea and make something with that idea for your business to increase.

Why is good to have at University or Workplace

Is good to know how to be a leader at university or work because , for example at the university students have to do a project and you're a group leader and you want your group to be the best in the class, how you will do it ? The answer is simple, discuss with all the people in the group what topic you will choose, find the best topic and discuss about what each other will be making. Is good to know how to be a leader at work too because if you run a business and you have employees you need to know how to handle with them to be efficient and successfully , and for this one is needed to help them to be best , day by day.

I have or I need to improve this skill?

To be honest I have this skill because I know how to be a leader, in my life always I was a leader and I don't like to someone lead me. Everytime I was a leader , and I think I was born a leader , not all the people can be a leader , but me personally I am an innate leader. Since I was a child, I feel I will be a leader because every time when some of my friends face a problem or something, I was there with him to help him resolve it and give him the best advice. Later when I was a teenager I was a football player and I was the captain of the team , the leader , to be honest not everytime we win all the

matches but we try because I motivate my mates to be the best in the field and give all they have .

5.Taking Notes

Meaning

Taking notes is the practice of learning information from another source. When you take notes you can learn fast because if you listen carefully you can understand the information when you write it and will be so easy to look at the information you just write it and understand it.

Why is good to have at university or workplace

Is good to have especially at the university from my point of view because you came at the university to learn new things and improve your skills and to make that things you need to take notes because you can learn from them and will be more easy for you when you have an exam or something.

I have or I need to improve this skill

Personally I have this skill since I was at school , every time I listen carefully and write all the teacher tells to me , but when I was listen I understand the

information from the class and at home I just read two or three times to be sure I understand all good. It's good for me to take notes because when I want to know something I just open the notebook and read what I write , and like that I will improve my skills and be better than I was yesterday ,because with more information and more skills you can be what I want to be , a successful business man.

Conclusion

Based on what I write above , all the skills that I write about needs to be improved , doesn't matter some of them I have already , because if I want to be better and better I need to improve new skills but not just them , I need to improve better the skills I have already , to become what I want to be , a successful business man.

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