

ACADEMIC AND EMPLOYABILITY SKILLS

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Introduction

For understanding the implications of academic skills for developing employability skills is the primary purpose of the study. There are the different types of academic skills which are learned during my educational sessions. The primary purpose of this study is to analyse the academic abilities and use them for developing the employability skills. For describing the personal experience this process, the Gibbs cycle will be used for describing the learning skills and evaluating them for correctly during my using as employability skills. In the Gibbs reflective model, there are six different stages which include description, feelings, evaluation, analysis, conclusion and action plan for describing the total experience (Cottrell, 2015).



Figure 1: Gibbs's reflective model

(Source: Cronin and Lowes, 2016)

Description

In the education classes, I have learned various skills which are very helpful to develop relationships with others. The communication skills, decision-making skills, management skills and resources skills are prominent among them. The communication skill includes a different type of communication procedure like verbal communication, nonverbal communication and written communication skills. By developing these communication skills, I have able to explore various requirements of the employability skills. Interacting with others becomes one of my strongest points by improving the skill. Except that for performing at the managerial levels the decision-making skills and management skill is very significant and advantages. The skills are also crucial for other job roles as well while functioning as the resource skills are essential for understanding or organising the resources according to the need. In the process of education, I have able to develop the research skills which include both the primary resources and secondary sources for any job requirement (Cronin and Lowes, 2016). Except that, there are some interpersonal skills which are also crucial for performing as an employee in the organisation. For applying to an organisation, the writing ability of cover letter is essential. In fact how to paraphrase and develop presentation becomes part of my knowledge in the process of understanding the academic skills during my lessons.

In addition to that, the Gibbs cycle which is much needed area to develop proper reflection writing is part of my academic skills. CV's review, PowerPoint and referencing are essential area for becoming an employee of any organisation and also for performing as a manager. During my lessons, the various applications of these skills learned by me which can quickly help me in my professional career development. Except that these skills have improved me in developing both the analytical and critical thinking within me which is a specific area for any job role (Harris and King, 2015). Finally, the quantitative and qualitative analysis process is learnt to add my lessons which is going to help me in understanding or analysing the academic skills which I have developed you can efficiently use as employability skills.

Feelings

During the process of learning a various type of skill development process are introduced by the teachers. I also find out that for developing employability skills some specific interpersonal skills need to build. Depending on the interpersonal skills of an individual I can be only able to achieve my target in my professional life. I am a very influential speaker from my beginning days of education and experience which help me in building up a relationship with others in both personal and professional academic level. During the process of learning the ways of decision making and management skill development has absorbed by me. I analyse the various agenda of management skills which include planning, organising, controlling, directing and motivating others. The decision making ability is critical according to me because it is also associated with the problem-solving skills. For solving a problem making the proper decision is essential; therefore, I have focused on both the management and decision making skills for developing my employability skills for the future career.

The initial step of employment is preparing CV and cover letter for the application. In my academic lessons how to develop a CV and review CV has learnt from me. I can understand the difference between quantitative and qualitative analysis which is essential for performing any job role in future. Except that I think the analytical thinking procedure is not always appropriate for analysing situations and I have found out that critical thinking is much more beneficial for the employment life. In addition to that, the resource skills are helpful for any type of project management according to me. However, both the primary sources and secondary sources all important for project management. The beneficially of writing a reflective essay is part of my knowledge because it helps in memorising the learning process and also uses the appropriate learning experience when needed. The academic skills help me in developing my skills for future employment opportunities in addition to that my personal experience has also flourished because of the process of learning.

Evaluation

The learning session of academic skills with my classmates and peers has helped me in understanding the various requirements as an employee. Some of my classmates have worked as an employee in other organisation from which I have able to get the proper examples of employee recruitment needs (Hayes *et al.* 2016). The different skills I have developed in the process of learning academic skills has adequately implemented by me in the method of interacting with my peers. This process helps me in understanding the area of improvement needed for the specific skills. In addition to that, I have already word as an associate researcher in educational level, but no proper career has developed by me during this process. Therefore the appropriate need for communication skills, decision-making skills, management skills, analytical skills is adequately absent in the process of my small careers. For working in the management area specifically in the human resource management, the various abilities have verified by me in the process of interaction with my classmates. According to evaluating the discussion, I have found out that the communication skills for management area of Human Resource division are the most useful skill. In addition to that, my quantitative and qualitative skills are stronger than other classmates because I have worked as an associate researcher in the academic level. Therefore, I have also correctly explained the use of these analytical tools to my classmates for enhancing their knowledge areas. In addition to that the PowerPoint and presentation skills which are developed me describing my skills by using technological skills. These are considered as part of my technical expertise which has improved during the process of academic skills development which is essential for any job role in my professional career.

Analysis

In considering the various academic skills which I have learnt during the process of learning are advantages for my future career. The communication skills, decision-making skills, management skills, resource skills will help me influencing others hand making decisions for the future organisation I will be working (Li and Peng, 2018). The various type of thinking like critical thinking and analytical thinking will help me in making decisions for the organisation and

employees. However, the quantitative and qualitative skills will help me in explaining any agenda in various ways are the ways it needed to be solved. The CV review and cover letter writing are going to help me working as a human resource manager. In addition to that the reflecting writing, referencing and paraphrasing skill can be beneficial for any job role because this area is interrelated with the employability skills and enhance my the personal ability. The different variants of communication skills include nonverbal communication process within it. The non-verbal communication skills are not very easy to develop. The expressions of the individual during the process of verbal communication have to observe for developing the non-verbal communication skill properly. During the learning process, my non-verbal communication skill as adequately improved. With this powerful communication skill development, I can quickly identify the mentality of an individual (Pinto and Ramalheira, 2017). Therefore these communication skills are going to help me working as a human resource manager in any organisation and will develop my recruitment and selection skills for their employee's recruitment. In addition to that, the communication skill is also going to help me in performing the same job role because I can easily influence or motivate the employees for achieving the organisational goal. Similarly, the management skills were going to help me in developing a plan and organising it properly for different individuals of the organisation. In addition to that, this process also associated with directing and guiding the employees in the process of performance.

Conclusion

In light of the above discussion, I can comfortably state that this reflection writing has helped me in gaining knowledge and also remembering all the process of gathering the intelligence. There is the significant importance of employee skills development. However, the skills which I have appropriately acknowledged in the process of academic skills are communication skill, problem-solving ability, technological skill, management skills, etc. I am very much delighted to develop all the skills in my process of the academic project. This is not only helpful for my future career but also part of my personal, interpersonal skills development process. This process is also enhancing my focus on my abilities and disabilities which help me identify the areas of

improvement. I have easily identified my strengths and weaknesses which are essential for my employment career. By this process, I have focused on improving and nourishing my train also reducing the weaknesses. After this academic station, I will be applying for new jobs for which I have able to conduct scholarly research in this process of skills development. However, the overall development of academic skills and the reflection writing about it will help me in developing or minimising my disabilities of employability. Depending on reducing the weaknesses and nourishing the strengths and Action Plan will be established internet section for future development.

Action plan

After understanding the strengths and weaknesses, I have identified the areas I need to work. Most of the managerial skills has appropriately need to nourish me. For example, the management skills, decision-making skills, problem-solving skills, technological skills and communication skills need to improve more for my future career. I will perform different activities for nourishing these areas. I have identified that my written communication skill is still not correctly represent table for the professional career which will be developed by me in this process. The Action Plan will also include the proper timing for developing these skills. The Action Plan will be a total of 5 months. Among them, these skills will be improved repeatedly 2 weeks for each. In addition to that, the technological skin is essential; therefore it will be part of the plan for each day during the time of 5 months. However, except that, during the total process of action plan implementation, I will be kept on writing a reflective journal which will help me in identifying my accomplishment by using this action plan. Finally, it can be said that the use of this action plan will assist me in developing my academic skills as the essential part of my employment.

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