

Reflective Employability Skills Assignment

Module: Academic and Employability Skills

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Introduction:

Employability skills can be considered as a concept with so many meanings, most often being perceived as a set of achievements - personal skills and attributes - that help graduates to be more likely to get jobs and be successful in their chosen jobs, which brings both personal benefits and companies.

“Employability skills are those basic skills necessary for getting, keeping, and doing well on a job” (Robinson, 200).

But speaking of different generations, automatically we can't help but consider different perceptions of the workforce. Different perceptions, different processes. Hence the different visions of employability among the three generations. Thus, each generation starts with a set of qualities, which in his perception make him employable.

Employability skills are basic skills required in almost every job. They are the general skills that make someone fit into any organization, beyond the job-specific professional skills. Hiring managers are always looking for employees with these skills because they know they are adaptable people who can easily learn. Hiring skills include skills that allow you to work well with others, use knowledge to solve problems, and fit into any work environment. These also include professional skills that allow you to be successful at work, considered transferable skills, since you can apply them to any job, regardless of the field.

“Employability skills are defined as skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions.” (DEST 2002A)

Personal skills are a kind of gold in everyday life. The more skills you have, and not only many but also that you master, the more precious you are to a company or even to your future company. This way you can accomplish several things for which 2-3 people would be needed.

But no, it is not about those very exact skills, as in the case of programmers - hundreds of programming techniques for different programming languages, it is about those skills that are developed even in the family or in the educational field (school, high school, college). For this reason, it is extremely important for each of us to know our abilities, and to be able to make a clear order in our minds in order to be the best. In this reflective report, some of the basic skills that anyone must have when they want

to engage will be explained, all of which are exposed through the Gibbs Reflective Cycle.

Main body:

Employability skills are a set of achievements, acquired throughout life, that help recent graduates to have more chances when we talk about finding a job. These skills make the future fit in any company, beyond the specific competencies required for that job.

Always a future employer, will look for a person who possesses more skills, because those people are adaptable people, who can learn anything, very easily in a very short time.

There are certain aspects that are required of candidates, regardless of the typical of the job and the experience they have. Thus, by analysing a consistent number of job ads, we identified the following skills required by most employers.

Written Communication skills

In such a hectic world, communication skills can be so precious, whether we are talking about work or everyday life. The exchange of information is an important tool to understand and provide further information.

Knowing how to communicate well is probably a skill that helps every time. Communication and interpersonal skills are at the top of the list of soft skills when a recruiter wants to hire you. An employee who is unable to share and receive information effectively is abandoned by the rest of the team, especially now that most employees work from home or in hybrid form. Examples of poor communication include short, sudden responses that do not address the concerns of others

We have all noticed that employers demand good written and oral communication skills. Even if they are not listed in the CV, they can be seen in the wording of the cover letter or CV, or directly at the interview. These skills are important whether you need to give a presentation in front of colleagues or talk directly with clients.

This doesn't mean you have to be an exceptional orator or a good writer. It means that you can express yourself decently, so that you can make yourself understood about what you want, you can write a coherent e-mail / message, or you can make a presentation in front of your colleagues.

“Communication is multifaceted and incorporates various elements, such as oral, written, listening, visual, intercultural, interdisciplinary, etc. These need to be considered when examining communication engineering education”.(Dom Barnard, 2017)

Dom Barnard, made a brief summary of the benefits that employees can have if they possess these communication skills:

- You will be appreciated at work
- They are sought after in business
- It helps you develop your career
- They allow you to speak concisely
- They build a better relationship with your customers
- Influence how you learn
- They improve your professional image
- People with good communication skills make more money
- Effective communicators have an increased self-esteem
- Communication is the best skill for people entering the labour market
- Communication is among the top features of successful entrepreneurs
- Effective communication skills lead to the development of leadership skills
- It gives you the tools to contribute to the society in which you live.

Team working skill

There are many brilliant, extraordinary employees with exceptional results, but who are not able to work in a team and are almost completely inclined to work alone. Teamwork for them, being more difficult and making their activity more difficult. But people who work for the same organization need to work together because the exchange of ideas may be more useful than you thought.

But how can we define a team?

“A group of people with different skills and tasks, working together

for a common purpose or project, the functions of which are harmoniously intertwined and mutually supportive". (Belbin, 1981)

"A group in which the contribution of individuals is complementary, for a purpose conditional on effective collaboration based on understanding and commitment roles". (Adair, 1986)

"A small number of people with complementary skills who pursue a purpose, objectives to be achieved and a common approach, for which it is considered mutually responsible." (Katzenbach, J. R., & Smith, D. K., 1993)

Team working has so many benefits for team members:

- responds to the need to relate through the feeling of belonging to group.
- responds to the need for valorization through the value I assume due to the things they do for the team.
- responds to the need for autonomy, since I do my job that way how I think it's better, being responsible for the results obtained.
- responds to the need for vocational fulfillment, because I feel full of energy when working with my colleagues

Or conversely:

- I feel excluded, I consider my work useless, I feel constrained by ..., I'm tired, exhausted every time I work in a team, etc.

Teamwork is not just about being a nice person to work with. This implies an active participation in collaborations with others, but also a desire to work with anyone in the company to carry out projects and to come up with solutions to problems, it is like a partnership.

"Partnership means working together . . . It means sitting down together and listening to one another, taking on board alternative proposals, thinking about them, jointly arriving at a way forward that makes sense . . . If we're growing, then we need to enhance the output per employee does not employ more people, because that's how life is. And if there's no growth well, we need to achieve the same levels of output with a smaller number of people because again that's how life is in terms of being competitive . . . So, it's having a joint understanding between us of those fundamental

features of the business which we need to do more about". (Andy Danford and others, 2016)

Planning and organisation

We can consider, this century, as the supersonic century, in this century all things happen quickly or very quickly, and the customers of the companies want everything 'now'. Therefore, like it or not, basically the employees cannot function normally and be efficient in what they do if they fail to organize their work properly.

Planning is defined as *"setting goals, objectives, and imagining how to achieve it (drawing up plans)"*. (DuBrin, 2010)

Organization is *"ensuring that there are the necessary resources (human and physical) to carry out the plans and achieve the goals"*. (DuBrin, 2010)

Why is this skill put at the top of employment skills? It is all too well known, the fact that a messy man. in everyday life, it is disordered everywhere, including at work. This leads to the non-resolution of all the tasks and to the implementation of the state of stress for the employee. A good organizer knows how to plan any aspect must be fulfilled on the day, and to act according to plan.

Prioritization, planning and programming are the main characteristics of organization. After you have demonstrated your planning and organizing skills, you will begin to have more independence and at the same time you will have more opportunities.

Personal ERA model analysis

ERA, it was discovered by Jasper (2013), and is based on the purpose of understanding an action, by gaining experience, ERA meaning is Experience, Reflection, Action. The basic component of this concept is action, because it feeds learning through reflection in future experiences.

"When you are new to reflective practice, a simple. straightforward model can be a useful way of helping you get started; the ERA model (Jasper, 2013) is one of these" (Bassot, *The reflective journal*)

Based on this reflective model, ERA, I make a personal analysis in order to highlight the real experience.

EXPERIENCE: According to my experience, based on previous tasks, I could not enjoy a good collaboration in the team. Thus, managing a team and how to distribute tasks is not very familiar to me. The communication on my part was very present, but unfortunately, without favourable results. Up to this point I can say that my experience was a negative one, but even though teamwork and communication were deficient, it met with success, my ability to plan and organize. Thus, my experience turned into a positive one. **(Table 4)**

REFLECTION: I learned how to be a leader without a team, I learned how to contact people in a friendly way, even if their response was negative. I learned that any task must be carried to the end, with or without a team,

I think I'm good at managing time, I know how to divide tasks into their importance and take the necessary time. I help myself a lot for this purpose, with a calendar or with a personal agenda. I have technological skills, I can handle the elaboration of a report, I know how to look for information and expose it in an essay, but I do not consider that I am good enough in this field.

ACTION: Following this experience, in order not to repeat it, I decided to take a series of measures, which can lead, to future results, positive: **(Table 1)**

1. My presence, on campus, and not online. I believe that when I meet other colleagues, I can develop good communication.
2. To befriend my colleagues.
3. To participate more in the discussions in the class.
4. To learn to communicate better with strangers.
5. To learn to ask for the teacher's feedback, when I will need it.

How can 4D strategy help me develop these skills?

For a good development of the skills, mentioned above, communication skills, team working and planning and organization, I propose the implementation of the strategy, the 4D. **(Table 2)**

Define: The first step is to set a goal, where I am and where I want to go. What are the steps I need to follow? What can help me get to where I want to be? It is very important to discover the key steps, and to follow them strictly.

Design it: The planning and organization of the following should be done for an excellent result. Thus, the realization of a program in which to be put in a separate place, the hours that must be dedicated to my purpose, the communication with the team, for the realization of an action plan.

Do it: The actual implementation of the mentioned purpose, going further with the intended purpose. Gathering information and recording it, as well as requesting feedback, to make sure it's okay, what I'm doing, and that my team is happy.

Deliver it: Passing through the filter of those implemented above, draw a clear line and underline the main points of this experience. Thus, I can implement everything I learn and build a new experience

Appendices:

Communication skills Personal Development Plan (PDP), Table 1:

	HIGH PRIORITY	LOW PRIORITY
IMPORTANT	1. Manage -Deadline preparation -Good communication with my colleagues	2. Manage -Learning -Planing
NOT IMPORTANT	1. Avoid -Interruptions -Not to answer colleagues	2. Avoid -Other activities -Social media chat

4D strategy, Personal Development Plan, Table 2:

Define	• Set my aim for the assignment • Develop objectives to achieve the aims • Indentify a high level timescale
Design it	• Detailing the action plan • Prepare my working and my team • Capture of detail
Do it	• Carry out my activities • Reflection • Action • Capture data • Provide feedback • Review the progress
Deliver it	• Learn from feedback • Refine the aims • Build this into a next cycle • Built into practice

Feedback Template, Table 3:

	Very good	Good	Fair	Poor
Reaching the main ideas?		✓		
The use of tools such as (4D strategy)?	✓			
The appearance of the project? Framing the page and using images?			✓	
Using references and putting them in alphabetical order?			✓	

Comments: At the end of the project, I received the feedback from my teacher and from my colleagues, as well. Thus, they were pleased with the content of the project, the information provided and the explicit images, which helped the text to be better understood. The framing in the page, of the project, was not very good, the writing offered by me, for some pages, being too small.

The references I used were the ones that were correct, but I omitted the fact that I had to place them in alphabetical orders.

Evaluation Form Task 1, Table 4:

Expectations	Poor	Fair	Good	Excellent
Good communication with my team	✓			
Working together	✓			
Division of activities	✓			
Developing organizational skills			✓	
Developing planning skills			✓	
Accumulation of new knowledge				✓

Conclusion:

In a world where people are so competitive, when we think about jobs, it is so developed, it is extremely important to be seen. An extremely good way to do this is to have as many and as large several hiring skills as possible.

In the report above, we mentioned three of the many employment skills, these being among the most sought after by the employer. I did a personal analysis using the EEA method, based on hiring skills. I developed an action plan, using the 4D strategy method, to help me improve my hiring skills.

I believe that a good degree of a graduate, can open any door, but the real key, which opens the right door, is to that student who is aware of his abilities, and is invincible.

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