

Module name: Academic and Employability Skills

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Welcome

Introduction

In order to be a prosperous person both in the academic and professional level there are plethora of attributes that need to be possessed. Only then substantial outcome can be visible by utilizing those skills in their respective places.

Tools for the analysis of academic and employability skill:

In this segment the mentioned tools will be discussed that how it can impact on the academic and employability skills that every individual should possess. Here, SWOT analysis and time management tools will be discussed. Hence, by evaluating on the basis of these tools skills of any individual that are needed will be justified.

SWOT analysis: To understand both the internal and external scenario of any organization or any entity this analysis helps to a great extent. These are illustrated in this segment.

- **Strengths:** It indicates that area which can improve organization output.
- **Weakness:** For the maximum return from the organization some areas where improvement is needed are recognized as weaknesses. It degrades the overall performance.
- **Opportunities:** Opportunities are those tricky sectors by focusing on that competitive advantage can be secured.
- **Threats:** Mitigating the adverse situation for the organization for potential growth is considered as threats.

Tools for time management: In order to accomplish all the expected tasks within the definite period of time management tools have greater impacts. Some time management tools are discussed here.

- **Notebook:** Keeping a notebook for a student can help in time of need like before the examinations or submission of assignments.
- **To-do list:** If there is a to-do list for conducting a series of activities then to keep the track and sequence it can assist.
- **Address book & calendar:** in case of travel and contacting people address book is very effective. Besides, for organizing program on specific schedule calendar can illustrate pathway by saving time (Adair & Allen, 2016).

Academic skills: Students can acquire these attribute by practice and having a sense of personal growth for the future. These skills makes the student's prosperous both in the academic and professional life respectively.

- Essay writing: To write an essay it requires complete knowledge and the sense of elaborate description. It can help individuals in appearing better exams.

- ◉ Time management: This is such a skill that is a must for everyone in their learning stage.
- ◉ Research: In order to understand anything from the very depth and the take decisions on the basis of that research is the universal thing.



- Employability skills: The attributes that can make an employee as valuable professional in his/her respective area can be categorized as employability skills. Those are as follows:
- Problem solving skill: in the corporate sectors while doing activities relating to market, customer and business strategy difficult situation arises.
- Leadership quality: Every organization seeks for candidates who have better leadership quality.

- Communication skill: It is a prime skill for every individual in the organizational level to maintain communication channel and having proper understanding of the concept of activities and making other understood.
- Working under pressure: There are always ups and downs in every sector. As a consequence, in time of economic downfall for the organization, employees had to go through tough situations.
- Miscellaneous: There are also others significant skills like teamwork, skills for planning and organizing, self management and so on can also secure the performance and outcome of the organization.

Conclusion

To put it in a nutshell it can be said that, to become an asset there are no other alternatives to possessing the above described skills. By becoming eligible in the academic life those academic skills can put forward and thus it becomes easy to be successful their respective arena.

References

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