

Educational Establishment:

University of Wales

**Course Title: BMSW4001 – ACE_Academic and
Employability Skills**

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Introduction

The purpose of this report is give an overview of my own Academic and Employability Skills, Time Management and Communications Skills are very important for any individual or even an organisation, this skill allows them to effectively manage their work, task to hand and able to communicate with key partners, colleagues, customers etc. The report below shows and quotes why these skills are important and what skills I have and how I use them in my workplace. I have shown below how I use my learnt skills in my daily tasks.

1.

Academic Skills / Time Management

Definition of Time Management

Why is it good to have this Time Management as a Skill?

The ability to pass information on to another efficiently. Business managers with good verbal and written communication skills help passing of the information between people, within a company or even for its business customers. Large organisations have communication policies in place to ensure they are followed and adhered to.

Why do I have Time Management Skill?

I have the skill to check all my completed work for good results due to how managed my time. I must make sure that I am doing whatever I can at the time to help complete all of my jobs on time. I have to ensure the most crucial tasks in my day are completed and know what my goals for the day ahead. These skills I have I can use in my career, work, relationships, etc.

One of the main reason I believe I may not reach the level of success I would like to have may be due to my poor communication and lack of management skills. In all areas of my life, career, family, relationships, health, etc. I have make sure that I have clearly defined all my goals and have them written down. I need to know where I want to be and how I am going to get there.

I have also learnt that I must from time to time give tasks to my colleagues; in this way my own colleagues also can be part of the learning that I am going through. By doing this I am able to be more productive as it is teamwork. I can pass on the tasks that are not as important to me, this will allow me to focus on the tasks that only I can do and that is the most important for me and my work place.

I have to plan well and this plan will allow me to focus on what's important things for the day or operation ahead. It will help me make sure what I am doing each day is in line with my goals and key tasks at work.

I should pre plan for the next day but planning for the week helps me better prepare and prioritise my tasks for the forthcoming events. Managing and arranging tasks goes

hand in hand with my work. I have to know what jobs I have, what's important and I have to make sure i focus on the important ones.

I have learnt to plan my work effectively and this has allowed me to use spare time in research or even catch up on other jobs. I have to make sure that I pay attention to key deadlines and key targets and ensure that these are met.

I have to make sure that I do not delay any of my tasks which will cause delay to the productivity in different ways. Focus on my most important task and get it done. Delaying the tasks can only wastes time and make me less effective and efficient. I have learnt and experienced that if I jump from one task to another task with completing it will delay my work and this will make me more stressful.

I have become very aware that I must manage my time effectively and communicate any issues or failures to my team. It's very important for me to know my energy levels so that I can manage and prepare my work accordingly. Knowing and understanding what helps boost my productivity by planning my day and events ahead. It's also very paramount for me to recognize when I need a break or rest and to walk away from what I am working on.

Being able to review myself on a regular basis helps me to know what I am doing and how well and what area's I need to improve on. One task I do on daily basis is review my work every night and evaluate how I could have done it better.

I must also learn to review my agreed goal once a month and see where I am and what improvements I need to make. I have learnt to say no to people who waste my time on usless work or work that is not relevant to me.

2.

Employability Skills / Communication

Definition of Communication Skills

Communication is delegating information from one place, person or group to another. This can be via email, texts, memo, voice message. Communication is very important for any organisation, whether it's issuing or receiving simple instructions at work, resolving a situation etc.

Why is it good to have good Communications Skills?

It is very important to have Communication Skills it allows me to understand instructions and also for other reasons such as to, secure an interview, complete a task, apply of for job, career advancement,

Why do I need to have good Communication Skills?

In my line of work which is in the airline industry where communication is vital tool in ensuring messages are understood and clarified as mistakes can be very costly.

We have a very large team of people who are working 24/7, flights arriving and departing, therefore it's vital to ensure all communications are understood accurately.

I will always try and resolve communication issues quickly as possible. When I write a memo, email, or other document, I give all of the related information and detail I can to make sure that my messages are understood.

If for any reason I don't understand something, I will ask questions and resolve. I do worry about other people how they have understood my message.

I would always attend meetings to understand the task in hand and when people talk to me, I try to see their perspectives.

I would use email to communicate complicated issues with people. It's quick, efficient and in writing. When I finish writing a report, memo, or email, I scan it quickly for typos and so forth, and then send it off right away.

When I talk to people, I pay look at their body language and I would use drawings and charts to help express my ideas. Before I communicate, I think about what the person needs to know, and how best to send over my message. When someone's talking to me, I think about what I'm going to say next to make sure I get my point across correctly. Before I send a message, I think about the best way to communicate it. Below is some examples of my communication skills that possess.

I am a very good listener, and this is very important for be a good communicator. It is very important send clear and concise messages and in as few words as possible. It is important to practice good body language and use eye contact.

I have to make sure my eye contact is good to ensure people are interested and listening to me, but I have to make sure not to stare at the person as it can make him or her uncomfortable.

A great deal of communication happens through nonverbal such as body language, facial expressions and eye contact. When I am listening to someone, I have to pay attention to what they're saying. By the same time, I should be conscious of my own body language when I am communicating.

When I am listening to people I concentrating on the speaker, maintaining a decent distance from the person and avoiding outside noise and by planning my question and answers that I need to ask.

Changing my style to suit my group or group of people, my skills styles will vary from person to person. To utilize my skills, it's really important for me to think about my team, colleagues and the best way to speak with them.

For instance, in the event that I am speaking with a potential manager, it's better for me to send a formal email or call them on the telephone.

In business related relationship, for example, honesty and thoughtfulness regularly encourage trust among me and my group. When I am working with others, I always approach my staff partners and group with a positive attitude, keeping a receptive outlook and asking questions to enable me to understand where they're coming from.

Little personal gesture, for example, asking somebody how they're doing, smiling as they talk or offering compliment for their work.

My trust in the working environment, will make individuals bound to react to my guidelines and help satisfy these with ease. There are numerous ways for me to make sure.

Whether I am returning a phone call or sending a reply to an email, fast communicators are viewed as more effective than those who are slow to respond. One method is to consider how long my response will take: is this a request or question which I need to answer or follow. If so, it may be a good idea for me to address it as soon as I see it.

With experience, practice and time, I can learn and improve on communication skills. I can by start by identifying my strengths and then practice and develop those areas of weaknesses.

Practice improving communication skills. Many of my communication skills are habits which I have developed over a period. I can improve these skills by practicing new habits that make me a better communicator.

I must show confidence in what I say and do, as sometimes I may be speaking to customers of my employer or even training junior staff.

Conclusion

During my profession I have obtained numerous abilities which have helped me in my everyday tasks both at home and at work. This has positively affected my profession, by having these aptitudes it has enabled me to execute my assignment profitably and successfully.

These are a portion of the aptitudes I have realized which has helped me to be a superior individual and a superior representative. Prioritization, Goal setting, Communication, Planning, Delegating, Crisis Management.

I have understood how I can pass on my learning how to companions, partners, staff and so on, this won't just support me yet help other people as well.

I have to make sure that when I am planning a major event or even a small task, I must invite all parties to the meeting for briefing. During the briefing communication channels will be set up and policies set in place to ensure all know what is expected of them. I have to ensure all that all people are doing what they are supposed to be doing in accordance with the set guidelines. The team have to be informed that all issues and shortfalls must be reported with immediate effect.

Also further regular review meetings will be held to ensure that the team is working and being productive as per the plan and take any necessary action to resolve and issues.

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Time Management

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