

ACADEMIC AND EMPLOYABILITY SKILLS

Report

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Table of Contents

Task 1: Individual presentation.....	3
Task 2: Report.....	7
Introduction.....	7
Description.....	7
Feelings	8
Evaluation	8
Analysis.....	9
Conclusion	10
Action plan.....	11
Reference	13

Task 1: Individual presentation

Introduction

The employers normally seek the diverse skills set in the candidates in extra to academic qualifications. So, academic and employability skills are important. The academic skills are the collection of the study habits, tools of time management and also learning strategies which support students absorb and learn school lessons. On the other hand, employability skills are known as transferable skills required through individual for making them 'employable'. Taking this into consideration, presentation is going to discuss an individual career path, his or her strength and weaknesses through SWOT, managing time by time management tool and creates personal development plan (Devis, 2021).

What are academic and employability skills

The common academic and employability skills are problem solving, written and oral communication, creativity, teamwork and collaboration, technology use and professionalism.

Importance of employability and academic skills

Generic skills of employability are vital due to labour market is highly competitive as well as employers are searching for the people who are taking initiative, flexible and also have ability undertaking several tasks in various environments. Both academic and employability skills are vital to professional development of students. These skills are core and transferrable skills are required in every job like communication, conflict resolution as well as professional etiquette.

Selected career

The individual's career choice is restaurant manager. Currently I am working at the restaurant at Central London. The goal is to become the restaurant manager. Food service managers' employment is also projected to develop 15% to 2030 from 2020, faster compare to every occupation. Nearly 41,400 openings for the food service managers are also projected every year, over decade. The salaries for the restaurant managers are also working in the fine dining normally in between £22,000 to £40,000. The main responsibilities of the restaurant managers are maintaining the revenue of restaurant, quality and profitability goals. Even managers should ensure the efficient operation of restaurant and also maintain high productivity, production, quality and more (Hiring, 2021).

Required skills

Restaurant managers are required to show multiple skills to keep restaurants productive and customers satisfied. These managers are required good communication skills, doing multitasking, conflict resolution, understanding and empathetic by the nature, prioritising the staff retention and also manage proactively. It will help them to run smooth operation inside restaurants.

SWOT analysis

Through this the individual's own strength and weaknesses are determined.

Strength

- **Time management skills-** It think it is my strength because during university I used to do a plan before start any project. Even in my current restaurant job I divide my tasks into several parts and tried to complete it within the given time. So, in future it will help me to maintain effective restaurant operation as restaurant manager.
- **Team work-** It is also my strength. While working in group in restaurant I always share my viewpoints with team members and also listen to others. So, it helped us to do our own respective tasks at proper manner. So, I think as restaurant manager it will help me to maintain high production.

Weaknesses

- **Communication-** I think it is my weakness. During my academics I was failed to communicate with teachers and class-mates so I could not make them understand my queries. Even in restaurant job I sometime failed to understand customer's requirement while taking orders. So, this creates some issue which I need to solve.
- **Operation skill-** I think it is also a weakness. During restaurant job in maximum cases I failed to operate as per the instruction. I have failed to reach the quality goals that I think in future affect my restaurant manager career.

Opportunity

- **Collaboration skill-** I have the opportunity to collaborate with the groups in future projects and complete projects perfectly. Through proper team work I can also provide better service to customer through collaborative manner.

Threat

- **Lack of experience-** I have little experience in my current restaurant job so there are several things that I need to learn otherwise it will be great threat for me to not fulfilling the goals.

Time management tools

I used Score to manage my time in the current restaurant job. Score is the time management tool helps me to manage my time efficiently. I used this tool to do the billing for customers, track the time of customer orders whether it is properly delivered to their table or not. So, this tool helps me in doing proper task management (Leis, 2021).

Personal development plan

Deliverables	Action taken	Time
Communication skill	• Improve listening skills • Should think properly before speaking • Have to be specific and brief	3 months
Operation skill	• Have to resolve the small challenges • Properly measure the performance • Should keep up with the trends	6 months

Summary

The presentation summarises individual is currently working in restaurant and future career goal is to become restaurant manager. Presentation determines that through SWOT analysis individual's strengths are time management and team work skills whereas weaknesses are operation skill and communication skill. It is concluded individual uses Score time management tool.

Task 2: Report

Introduction

The purpose of this report is to discuss an individual's own reflection on learning in module by using Gibb's Reflective Cycle. 3 main topics will be covered in this reflection such as time management, paraphrasing and referencing topics. This report will discuss about how this topic is useful for individual while doing presentation. Gibb's Reflective Cycle was developed in 1988 and it encourages the people for systematically thinking about experiences they had at the time of particular event, situation or the activity. While individual will do personal reflection then 6 stages need to be used such as the description, the feelings, the evaluation, analysis, the conclusion and the action plan (Toolkit, 2021).

Description

During the presentation, I was able to properly focus on the three major areas such as time management, paraphrasing and referencing. Through proper time management tool, I have properly planned which slides will be discussed for what amount of time. During presentation while discussing my career goals I properly executed this. Even during presentation, I have focused on avoiding the academic misconduct by properly paraphrase the expert's sentences and give into my own thoughts. I have tried to do proper in-text citation from the references I have gathered. It helped me to avoid unnecessary plagiarism (Toolkit, 2021).

During the lecture in the classroom of university this thing had happened. The lecturer, me and group members (as audiences) were present there. During the presentation I was first made a proper plan of how to execute presentation. In this situation I have focused on 3 major topics such as time management, paraphrase and time management. During the presentation I have properly showcased my individual presentation by maintaining the given time and by avoiding the academic misconduct through time management and paraphrasing. I have researched properly and tried to describe the topics properly.

The outcome of situation was mostly positive but I think there are several areas that I need to improve in the future. In some cases, audiences were not satisfied with my referencing and other areas. So, I think proper action plan needs to take for the future improvement.

I was there to increase my knowledge on the topics and also improve my presentation skills by doing individual presentation in front of the audiences.

However, I wanted that audiences will please and ask me topic related questions. I also want to avoid any new issues but unfortunately there are several areas that I have to improve for myself for future career.

Feelings

I was feeling that I can provide a suitable presentation in front of the audience by properly manage my time and also keep the audiences focus on the presentation through showing proper content and discussing it properly. In this case I felt confident enough to use paraphrasing and referencing properly.

However, before the presentation, I was panicked and anxious to give the presentation. It is because in past I have not that effectively manage the time and also, I was completely not aware about the paraphrasing and peer-reviewed in-texting. After the presentation I am feeling confident by seeking the adequate knowledge on avoiding academic misconducts and properly give the answers to the audiences. I was excited and happy about learning from where to take peer reviewed journals, articles for doing proper referencing and doing format sentences by keeping the meaning same (Toolkit, 2021).

During the presentation I was thinking that to focus on analysing my strengths and weaknesses so that I can take proper action plan in the future to overcome the identified weaknesses. Even I was also thinking about how to answer the audiences' questions while giving the presentation and how to utilise the topics such as time management or referencing properly. However, on the other hand, my current thinking on situation is processes to take to overcome the identified issues and the way to utilise 3 topics properly. I was thinking I should use proper time management tool to manage my timeframe and using proper websites to collect the peer-reviewed the articles, journals or books. These will help me to avoid the academic misconduct and increase my knowledge on in-text citation and paraphrasing.

Evaluation

The good about presentation experience was my time management. I have used proper plan before starting the presentation and followed it during entire presentation. It has helped me to give proper presentation to audience and tried to give proper answers to the questions of them. On the other hand, the bad about presentation experience were not using peer-reviewed articles, journals, or books to make the content authentic. However, I have paraphrased the

expert's writing properly and did my presentation but without peer-reviewed there were some academic misconducts occurred. So, audiences were not that satisfied about getting the answers after the presentation.

These were several areas that went well. I had collected the subject data from the journals and books that I have gathered for referencing or in-texting. Even I had developed proper plan about how I will execute presentation in front of my audiences. So, I have presented myself according to the plan and successfully complete the presentation within given time. On the other hand, I have determined there are various things that did not go well. While doing the presentation I have failed to research the peer-reviewed sources so audiences were questioning about the reliability and authenticity of the presentation content even after contents were paraphrased properly. Even there were some issues I have determined in terms of public speaking and presentation. The audiences were felt hesitated after taking my answers and repetitively told me to repeat what I was saying. Even I was not present myself well in front of the audience because I have sometime stopped in the middle while giving the presentation. So, I think I need a proper action plan to overcome these issues for my further career benefits.

During the presentation and session, I have positively contributed myself in terms of listen the audiences and trying to give proper answer to their question. Even I have positively planned the entire task and followed accordingly during presentation. It had helped me to manage my time effectively and also paraphrase the expert's content that I have collected from the different sources for referencing (Toolkit, 2021).

Analysis

According to me the things went well because before the presentation I was properly created a plan where which tasks will be completed at what time were properly written. During the presentation I had followed the plan accordingly and properly complete the entire presentation within the time. I have also properly focused on the actual topic during the presentation so that I have managed to keep audiences to focus on my presentation. Even after the presentation, I have tried to give proper answers of audiences which help me to maintain good relation with the audiences. These give me confidence for my upcoming presentation on different or similar topic.

The things did not go well because I was not aware about the websites from where authentic and peer-reviewed journals, article and books need to take for references. I did not have knowledge about reliability and authenticity so during the presentation audiences often wanted me to justify some contents. Even after doing paraphrased properly to avoid the academic misconduct, I have still faced questions about authentic and the audiences were not satisfied with the reply.

The sense that I can make from the situation is I can determined my own strengths and the weaknesses. So, I can work on my weaknesses and make it improved for the future perspective. Even from the situation I can make sense that without proper public speaking as well as the presentation skill I cannot attract my audiences and will make the situation boring.

During the presentation my time management skill or knowledge can support me to understand situation properly. It has helped me to make audiences focus to my presentation and helped them to ask proper questions related to the topic. Even I have used paraphrasing to take experts notes related to the topic. It had helped me to provide plagiarism free academic content to the audiences. Even I have tried to give proper answers to the audience's question after the presentation which showcased my idea and knowledge on the topic. All of these had helped me to understand the situation better (Toolkit, 2021).

Conclusion

From the situation I have determined that time management and paraphrasing are my strengths whereas refereeing skill and public speaking and presentation skill are my weaknesses. From the presentation I have also learnt several things. I have learnt how proper planning can help anyone effectively to manage their time and complete the task accordingly. I have also learnt the way to avoid academic misconduct by using proper paraphrasing skill. I have taken the expert's content from the journals or books and use it to my own content by keep the meaning same but different sentences. It had helped me to give the answers to the public properly as per the questions. I have also learnt that proper time management and public speaking can help me to represent in front of the public. Therefore, proper way approach is required to attract the public and make them indulge into continuous communication.

It could have been positive situation if I have gathered proper knowledge of academic reference. If I collected the peer-reviewed journals, books and articles from the relevant

sources then I should use to avoid unnecessary authenticity and scalability related issues. Even I could present myself better and helped audiences to make understand the clear meaning about topic through proper public speaking skills. So, I think I need to take proper action plan to improve the skills better.

I think I need to acquire several skills to handle the situation better. I should improve reference skill and acquire the proper presentation and public speaking skill to attract the audiences toward presentation for entire situation. I should make personal development plan to acquire and improve the skills. Even the presentation needs to be improved by providing clear and concise context so that audiences can easily understand the content without asking same question repetitively.

I could have done presentation with the team members so that everyone will equally divide the tasks. It would help me to focus on my area and if anyone understands referring than can do the better and authentic in-texting to avoid academic misconduct and authenticity related issues. Audiences would not ask reliability related question and would understand the content properly in the future.

Action plan

If I had to do the same thing again, I think I would first research on the areas or topics that I have completely or not that aware off. It would help me to utilise that topic properly and make presentation meaningful. Even I would take help of the group members to the presentation within the group. So, it will help me to understand the subject better and represent well in front of the audiences.

Skills	Action plan	Time
Reference skill	• I should list my references as I go and properly noting down the details of bibliography • I should write my reference manually • I should also properly proofread the	3 months

	reference list	
Presentation skill	• I should proper set my goals before presentation • I should also include the take-home points • I should also ask the questions properly • Even I should also maintain continuous practise (CABA - The charity supporting chartered accountants' wellbeing, 2021)	5 months
Public speaking skill	• I will take help of professionals • I will also prepare the talking points • I need to add the visual aid and know the audience first (Bailey, 2021).	9 months

Table 1: Action Plan

(Source: Created by the learner)

Reference

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