

Academic and Employability Skills - Report and reflective case studies

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1 Acknowledgements

My most sincere thanks go to my lecturer *Tim Hopkins* who has helped me on how to write an essay report in a formal way, has *constantly provided me with encouragement and was always willing and enthusiastic to assist me in any direction he could throughout the project.*

2 Abstract

An account of skills and knowledges I have established through work, education, and other activities and how this could help me in a workplace. This include various aspects of skills and how fundamental they can be, the introduction of the use of PDP and also, the SWOT analysis where they have facilitated progressive curiosity in doing research and reading articles, books that are to list through. To conclude, the discussion on the impact of this current pandemic that is affecting the world of wine and catering.

3 Introduction

Do people develop professional skills at their workplace, or they possess skills developed from their different background? I would like to discuss this argument on skills which I think are important for the job place. Furthermore, in daily life and how they growth depending on the job we are choosing in life.

4 Chapter 1. Methodology

From an article wrote by (Payne, 2006 p.240-261). I read what are the five most important skills in the Sociology degree and from the statistics of 2001 to 2012 the highly frequent are:

- **Writing Reports**
- **Research Design**
- **Basic Analysis**
- **Verbal presentation**
- **Managing data sets**

Additionally, I read a book by (Debra Paul, James Cadle and Philipa Thomas, 2012 p.5), which I understood how is strong the impact of skills on the workplace is. The intent of the author of this book is to demonstrate the use of the categorise skills in a business structure, he is really concentrate on the real mean of the word people, and he reveal how is important to set the right person in the right workplace. Regarding my job experience and the time I have spent in relation to my job, I absolutely agree and also I think that one of the key skill I learned in this first term is the time management whereas doing in-class exercise I realized how much can be more easy set my time on the day-schedule. The exercise related showing the activity which I am doing during the day and summing up the purpose and minimizing time wasting, devoting more focus on the priority of the day. Also, another relevant exercise in the first term of Academics Employability Skills I did is the *Eisenhower Method* where the lecturer Mr Hopkins ask me to develop it in my own employability situation. The Eisenhower method or we can call it even the *Eisenhower Matrix*, is a process applied to organized responsibilities and tasks in order to solve urgencies. All assessments are made using a list of

specific characteristics such as: important or not important and urgent or non-urgent and, with the aim of writing them in special boxes. On the other hand, urgent and unimportant actions must be placed at the moment not of first urgency, important and urgent tasks must be carried out

immediately and personally, the non-important and urgent tasks can be passed on to people, colleagues, etc .; it depends on the context and the important and non-urgent ones can be put at the end of the list and done when you have free time, but the important thing is to do them. Another method of organising your time better is attributed to the multimillionaire *Warren Buffet*. Make a list of everything you want to get done today. Begin with the task at the top a little east and continue only once you have completed at. When a task has been completed cross it off the list. He says Better late than never but never late is better, (Matthew Frankel, CFP, 2019). Thanks to *Eisenhower* method I achieved the ability to plan my day schedule much simpler. In addition, I have learnt the process of summarising and paraphrasing in the purpose of be able to change the wording of a written paragraph and be able to make a brief of an article without changing the real meaning

In accordance with that argument I would like to write about my own employability skills regarding my job situation. I started three years ago like a bar manager in a company where I am steel working and from different courses where I participated, I learned much more knowledges that gave me a chance to growth in my job carrier. I would like to list the skills that I have acquired over time that I work with my company.

- **Leadership**

Listening to people or colleagues and reporting all issues during staff meeting. Working for the long run bonus for my team and handling responsibilities that give me a power to make decision regarding the new bar stations, choosing new goods for the future restaurants opening.

- **Time Management**

Time management primarily serves to develop business activities in the best way and also effectiveness, efficiency and productivity. We can improve it through the use of skills, tools and techniques. The position I hold in my company is quite important, I am determined to make fundamental decisions to safeguard the progressivity of the company, and therefore I have to deal daily with the calendar, the organization of the holiday programs, the planning of a daily team program.

- **Academic / Formal Writing**

It is essential in any context to use an appropriate language and also applies to writing. Writing a report or a letter is what we do every day in the workplace every day and beyond, we must make use of good writing whenever we confront ourselves in any context that requires a certain style, shape and grammar required

- **Stress Management**

The researchers of an article written by (Elian Bucher, 2012 p.1639-1667). they delved into the causes that can provoke the use of social media in the workplace. They found that

employees were overburdened by the amount of work and the variety of social media outages, as well as by invasion of work into their personal lives through ever-active digital chat tools. Dealing with stress is not very simple and it is always better to have a strong personality.

- **Communication Skills**

Accessing to high position due to my ability of being a good listener and a good learner, thank to my job I am always hearing what are the customers' needs and having and a quick chat with them help me to be always clear reporting eventually complaints or compliments.

- **Problem Solving**

Solving the wrong problem, procrastinating to decide or choose among alternatives, looking for quick fixies. Being the only one in the company having good skills regarding fixing stuff I am most of the time in charge with the coffee machines' assistance. As regards an article wrote by (Hanrahan 2019). *"19 way to improve Self-confidence"*,

Chapter 2. Methodology. Evolution and Appliance

It is essential to say that what I have written so far is a part of my PDP that helps to establish what and who we would like to be, what I want to reach, what strengths I already have that help to achieve my targets, and what I need to develop and build with time. This is a brief synthesis and application after carrying out several exercises, during the period in which I deepened the skills that today's society requires in all occupational and academic contexts, these findings are showed in (see Case of Study in Results [section 5].), and even accurate research applied on my exercises (see Appendices), also a my personal resume (see Discussion [section 6].).

5 Results

According to the studies we can conclude that I have learned from the first term how I can set my personals schedules in term of work, study, and lifestyle. In this section I would like to share my achievements and discuss it one by one in the following order:

5.1 Case Study One

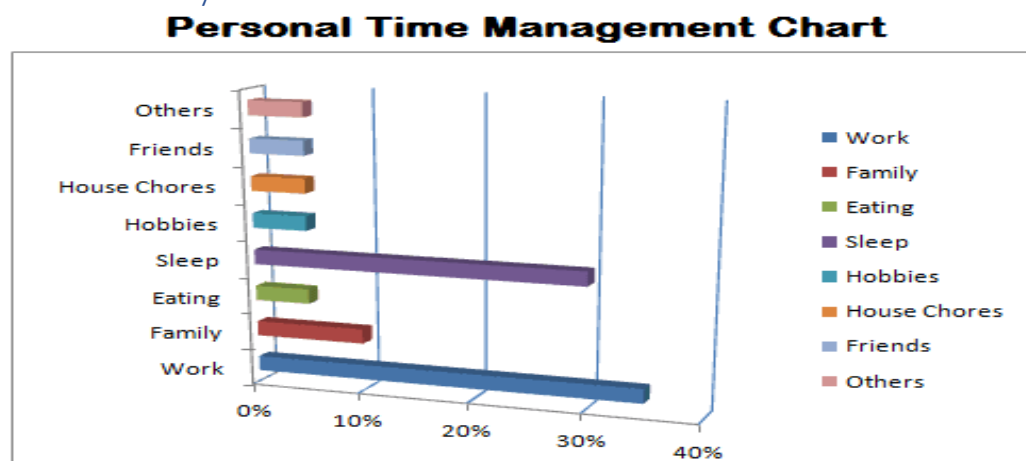


Diagram By (Luca Oreno)

This Time Management scheme shows my previous performances during a week before I start study, after three months I can determine that I changed many aspects of my life

schedule. I have always spent more time at my job place compare to the time spent on the other tasks, therefore I have realised that planning in the beginning of week my schedules and selecting them in order of importance is much better for myself to achieve future goals. *(Exercise follows in the appendix)*

5.2 Case Study Two



Graphic by (pinterest.com)

Dwight Eisenhower held the role of general and commanded during the Second World War. During his time in the army, it became increasingly difficult for him to make important choices, which concerned the life of his allies during the war and at the same time he had to make choices for his own life and this is how Eisenhower invented a system that helps establish the needs of our tasks based on urgency and importance. In my personal experience, this method is useful for achieving goals that I set for myself in the short term and helps me to see my priorities more clearly.

5.3 Case Study Three

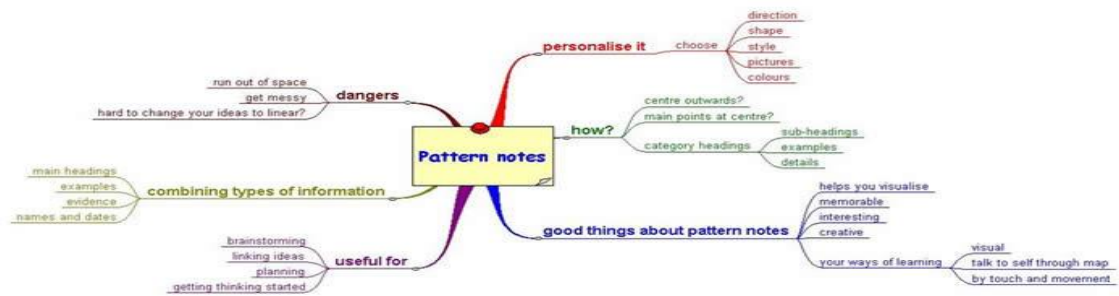
Personal Development Plan



We are constantly thinking and dreaming about new plans, new projects for a better life but sometimes the life routine makes difficult the way where we transform our dreams in reality, that is why writing a Personal Development Plan is really useful for all the peoples who wants achieve successes in term of goals following a time path. The Personal development Plan is truly individual and there are no sources where it is possible to revenue any ideas, it is essential to write future personal goals based on work or private life, and I have designed my Personal Development Plan according to who I am today and who I would like to become in the future in a limited time. *(Exercise follows in the appendix)*

Case study four

Note Taking



Template from "The study skills handbook"

From an interesting book wrote by (Cottrell, S 2019. P.230-233), taking and making notes is helpful regarding a written of an essay or report. During the first term I did many researches and I have realised that producing notes it is worthwhile for my works.

6 Discussion

However, I have recently read an article write by (Hamish Kilburn ,2020), that introduce the existence of this new pandemic which is affecting the whole world and therefore also the wine and restaurant industry. In agreement with what I have read, many hotels and restaurants are extraordinarily lending help to the *English Government* and above all to the community, although other journalistic sources speak of possible business failures especially in the wine sector as announced by the famous *Forbes Magazine* in an article write by (Zimmerman, L April,1,2020) . Unfortunately, all this forces us to be on lockdown at home and all the skills we are using daily at work must be reduced but at the same time we are learning how to do remote working. Discussing what I wrote, I can deduce that the course of studies that I am doing is helping me to better understand my current skills, and at the same time it encourages me to learn more especially in the smart working sector.

7 Conclusions

To conclude, I believe that everyone must focus on their skills in any context and we must always try to improve ourselves by setting new goals. My intent is to develop as many skills as possible to make me reach the end of the school year with excellent marks and analysing my Personal Development Plan for now I am not able to set a long-term goal but I am working hard on it.

8 Recommendations

Initially I believed that writing on a blank sheet what are mine future goals was like forcing myself to achieve something impossible, but by practicing and believing in my current potential I started to focus first on what are my shortcomings, my weaknesses and to make my goals come true I had to start over and know who I really am and what I want from my life. I would recommend readers of this essay to always do appropriate research before starting to write any article and to bring in accordance with what you are going to write, the best skills gained over the years and experience.

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8 Appendices

Time Management Exercise

Activity	Time Required	Priority	Time	Action TRACKED
Sleeping	1h	High	7:00 AM	Get Ready To Work
Coffe + Shower + Hair	1h	High	8:00 AM	Planning The Day
UNIVERSITY	9 hours	High	9:00 AM	Be Focus
	"	"	10:00 AM	"
	"	"	11:00 AM	"
	"	"	12:00 PM	"
	"	"	1:00 PM	Lunch + Rest + Ready for work
Have a snack Going To Job Place	half hour	Medium	2:00 PM	Get Ready To Work
WORKING	9 hours	High	3:00 PM	
	"	"	4:00 PM	
	"	"	5:00 PM	
	"	"	6:00 PM	
	"	"	7:00 PM	
Finish work	half hour	H/M/L	24:00 PM	Going To Study
STUDYING	1 1/2 half	High	01:30 AM	Getting Ready To Bed

Lara Orellana

Ex n° 1

Swot Analysis Exercise

SWOT (exercise related)	
STRENGTH WORK EXPERIENCE - EDUCATION - TECHNICAL SKILLS TRANSFERABLE SKILLS PERSONAL CHARACTERISTIC - GOOD NETWORKING CONTACT ASSOCIATION - BUSINESS GROUP	WEAKNESS LACK OF WORK EXPERIENCE - LIMITED EDUCATION WRONG MAJOR - LIMITED TECHNICAL KNOWLEDGE LACK OF JOB KNOWLEDGE - WEAK INTERPERSONAL SKILLS NEGATIVE PERSONAL CHARACTERISTICS
OPPORTUNITIES POSITIVE TREND IN YOUR FIELD - EXCHANGING EDUCATION FIELD IN NEED OF YOUR SKILLS GEOGRAPHY - ABILITY TO MOVE	THREATS NEGATIVE ~~PERIODS~~ IN YOUR FIELD - COMPETITION IN YOUR FIELD - TRAINING AND EDUCATION OBSTACLES LIMITED ADVANCEMENT IN FIELD - LIMITED ABILITY TO DEVELOP - LIMITED POSITION IN YOUR AREA

Personal Development Plan Exercise

HomeWork:

2^o Lesson

26-02-2020

PERSONAL DEVELOPMENT PLAN

Step 1: Deciding on your goals

- What do you want to achieve after university?
 - Throw myself into the job.
 - Paid internships
 - Further my education
- What areas of my studies/work/life do I want to develop?
 - I prefer looking forward step by step working little by little on top of each one
- What areas do I need to improve?
 - Hospitality
- What might be some long-term career goals and what skills would I need to develop to achieve those goals?
 - Wishing for a normal lifestyle
 - I'm wondering to understand much better how's the job system in UK
- Consider these ideas to get you started:
 - Talk with your lecturer → CONSTANTLY
 - Session with a careers advisor at uni → Really important to have an wide view
 - Read career development books → Always be aware how's going the job's world
 - Realistic priorities → In the next 3 months I hope to be able to train my brain work much easier since I quit study long time ago

Mid-term goals

- Achieve by the end of the 1^o year? → Add theory to practicality in your class → Receive as much info as possible
- Personal development → GAIN more AWARENESS in my sector

How will measure your success? → Feeling proud of the knowledge I have gained

How will you realise it? → Realizing that I didn't give up

Summarising and Paraphrasing Exercise

(Exercise shared by Mr Hopkins in week 6)

Class 02/04/2020

Name: Luca Oreno

Paraphrasing Exercises

adapted from <http://web.jjay.cuny.edu/~esl/paraphrasing1.htm>

Which sentences are closest in meaning to the five sentences below?

1. 25% of adolescents who have one baby have a second baby within two years of the first baby's birth.
☒ a. 25% of babies are born to mothers who are adolescents.
b. One out of four adolescent mothers has another baby before the first baby reaches his second birthday.
c. A quarter of adolescent mothers gives birth when their first born is two.
d. 25% of adolescent mothers become pregnant again when their first babies are two years old.
2. It has been reported that the richest one percent of Americans own 40% of the country's wealth.
a. The richest 1% are 40 times as wealthy as the rest of Americans.
b. If the gap between rich and poor continues to grow at the current rate, the richest one percent will soon own 40% of the country's wealth.
☒ c. 40% of the country's wealth is in the hands of only 1% of Americans.
d. 99% of Americans own 40% as much as the richest 1%.
3. The judge was relieved when the jury was finally ready to announce its verdict.
☒ a. When the jury announced its verdict, the judge was relieved.
b. The judge asked the jury to arrive at a verdict.
c. The judge welcomed the prospect of an imminent verdict.
d. The jury welcomed the judge's relief.
4. Research data suggest that girls who witnessed maternal abuse may tolerate abuse as adults more than girls who did not.
a. Women who witnessed the abuse of their mother as teens are more likely to become abusive adults.
b. Women who observed the abuse of their mothers when they were young are more likely to endure abuse themselves.
c. Women who were abused as children are more likely to abuse their own children.
☒ d. Girls who testify about maternal abuse tolerate abuse as adults more readily.
5. Martha thinks that the issue of adolescent problems is important to write about.
a. Martha thinks that adolescents like to write about their problems.
☒ b. Martha feels that writing about adolescent problems is worthwhile.
c. Martha believes that the dream of most adolescents is to write something important.
d. Martha thinks that adolescents can write about their problems.

Write your own paraphrase for the following sentences:

1. A local newspaper claims that 75% of all homeless people do not like homeless shelters and prefer to live as they do now.

25% of homeless people like the homeless shelter provisio

2. Ronny told his aunt that a bear had attacked him, which she found difficult to believe.

Ronny's aunt is having difficulty to trust than his nephew has been attacked from a bea

3. Anyone who has ever driven through the Mojave Desert knows that one should always carry a supply of extra water.

Bring extra water during a trip in the desert is raccomended

4. Of the 138 million acres of land that Native Americans owned in 1887, 90 million acres were taken away by whites by 1932.

In 45 years the white population took away 90 million acres from native americans

5. A woman who was nominated by the president to head the department was quickly approved by the board of trustees.

The board of trustees approved that a woman nominated by the presiden is in charge like head the department

Paraphrase the following sentences from student paragraphs to avoid plagiarism.

1. However, college students today are the first groups of students to need the Internet for most of their schoolwork.

Without internet it would be difficult to get so many students to study

2. Chinese speculators are able to realize profits from this buy-and-sell practice as property prices are currently on the upswing.

China's economy will rise thanks to buy-and-sell system used by some local speculators

3. Researchers have found a strong association between computer and Internet use in adolescents and engagement in multiple-risk behaviours (MRB), including illicit drug use, drunkenness and unprotected sex.

Some research indicates that internet use may help adolescents using drug unprotected sex and multiple other risks

4. Drug resistance remains a major problem in combating HIV infection, but a different approach to drug development could be the answer.

Broadening research and study on new medicinals could be the solution
To lower the risk of being contracted by diseases such as HIV

5. North China's Shanxi Province, the country's largest coal supplier and most polluted region, has the dubious distinction of having 16 cities on the list. Neither Beijing nor Shanghai appear on the list. The report found that only 22.94 percent of sewage was treated adequately in the cities surveyed and less than 20 percent of household garbage met with proper handling. It said 178 cities examined had not built any sewage treatment facilities and 130 cities had not been equipped with garbage disposal plants.

The north of China famous for the distribution of coal, and the most inquainted polluted part of the whole country. Peking and Shanghai are fortunately not on the list of 16 cities at risk. Many researchers state that 178 cities had not sewage treatment and another 130 did not have waste disposal facilities. Only 22.94% of the country's water was in good condition and only 20% of the waste was handled properly.

Note Taking Exercise

Week 6 **Summarising** 2-04-20

is a short clear description that gives the main facts or ideas or text/lecture ect.

4 techniques of summarising

- 1) identify the key ideas
- 2) TAKE notes
- 3) ORGANISE them in a logical order
- 4) Link the idea concisely

A summary should be:

- Clear to someone who hasn't read the original
- Have a good paragraph structure
- Follow the same order/logic as the original
- Be paraphrased and fully cited
- NO contain your opinion