

Academic Employment Skills

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Academic And Employment Skills

Abstract

In this reflective writing I going to write about what I have learnt in the first and the second term of the course. I'm going to write about creating a pdf, time management, team work and communication and referencing.

Introduction

During the first term and the second term of the Academic and Employment Skills course. I have learnt different skills and different method that are very important in the workplace. The lesson on communication abled me to learn different types of communication. I also learnt the different skills needed for university like reading, writtig, organisation, time management, cv, listening, reflecting, referencing and creative skills and the opportunities that the course can offer me. In this reflective writing, I will write about what I did right and what I did wrong also what I did in the module. What is my skill and what I will do next. It will also bring me a heads-up on what to do in the workplace. We also learnt about pdf. This was an important part of the course because pdfs are a vital part of the workplace.

Creating a Pdf

In the first term and the second term of the course we have learnt how to create a pdf. Learning about pdf gave me some knowledge and understanding that I can use at school, home and uni. There is different method of how to make a good pdf that our lecturer taught us. This is some of the ways

- Design your pdf before creating it
- Read blogs on how to make professional pdfs
- Get help from a family member or close friend.

Reference from Reddebek (libcom.org on 15/04/13)

Well first you'll need internet access, then you'll need a word processor like LibreOffice Writer, Google Docs or Microsoft Word. And finally, you'll need software that can create documents for sharing online. There are a lot to choose from and most computers already come with such software, like, for example, Adobe Reader.

Referencing

Our teacher took time to explain to us why it's very important to know how to have good references. The teacher also taught us how to do good references. To have a good reference, you need to verify if the information given is correct by doing research on the person who wrote it on the article that he wrote. This is an example of reference from the University Of Tasmania (Australia).

Cameron, B (Minister for Corrections, Victoria) 2007,
Construction begins on high security unit, media release,
Victoria, 28 March,
viewed 16 April 2007, <<http://www.dpc.vic.gov.au>>.

I also learnt the different steps that we need to follow to do a good reference.

Analysing Communication

Some people might agree that listening is vital to a good communication. This is because when you listen attentively you take time to understand what the person says. But some people might disagree because there are other ways to form a good communication such as socialising and writing letters. But I personally think that the best way for a good communication is by listening to each other collaborating with each other and socialising those are vital parts to form a good communication.

Analysing Time management

Some people might agree that time management is the key part of the workplace. This is because if your well organised you know what you are doing, you take time to do what you are doing and not rush. Lastly you are more punctual. But some might disagree because time management is not necessarily the most important part of the workplace. This is because listening is the most important because if you don't have good listening skills you can't get advised on how to improve your time management. But personally, I think that time management is the most important part because if you're not well organised you won't be punctual or be attentive at work.

Team Work Analyses

Some people might agree that team working is really relevant this is because when you work in a team you get different ideas from different people and that will help you with your own responds to your work also when you learn in a team at the same time you are socialising that's what team work helps you to do. But some might disagree that team work is relevant this is because when you work on your own you get more ideas and you can work at your own pace and not at the stress of team work. But me personally I think that working in a team is more beneficial then working on your own because you find new friends and you get more ideas then working on your own.

Referencing by Martin Haas Harvard Business Review (June 2016)

The foundation of every great team is a direction that energizes, orients, and engages its members. Teams cannot be inspired if they don't know what they're working toward and don't have explicit goals. Those goals should be challenging (modest ones don't motivate) but not so difficult that the team becomes dispirited. They also must be consequential: People have to care about achieving a goal, whether because they stand to gain extrinsic rewards, like recognition, pay, and promotions; or intrinsic rewards, such as satisfaction and a sense of meaning.

Communication

The lesson on communication is one of my favourite lesson that I had in the first term. Communication is an essential part of professionalism. Knowing how to communicate in the workplace is very important to work efficiently it allows you to put across a message. Listening and putting across a message are two primary factors to achieve a good communication with colleagues. A bad communication can be a source of stress, tension and conflict. All these things are harmful to your well-being. I experienced some problems of communication with some students of my class. There were 3 people with who I was in lesson who disturbed my learning. It was hard for me to communicate with them and also find the right way to communicate with them. At the start I was intimidated by their attitude but with the different method of communication that I have learnt during the lesson on communication I found the method of communication appropriate to communicate my feelings. First, I start to learn about each of them why they study this course, why did there come to this university and their background.

I also experience other difficulties linked to a bad communication. It's the language barrier. Lots of people think that communication is spontaneous. It requires time and effort. It also demands us to have an open mind. In my own opinion it's very important to develop a strategy of communication linked to work. It will allow the employees to

carry out and to understand the best way to communicate between colleagues. A good performance is linked to a good communication. It is crucial to have learnt the different method of communication.

- Face to face communication
- Verbal communication
- Nonverbal communication

There is written communication

- Letters
- Reports
- Memos
- Email
- Posters

My experience that I had in different places of work helped me to understand the benefits of a good communication. I am working as a hairdresser and I need to apply different types of communication. Because some customers have difficulties putting across their message. In those circumstances the miscommunication can trigger a permanent stress

Communication course opened my mind on the different obstacle that we can have in the workplace, school and home with different group of people. I also learnt that a bad communication can generate conflict. It is really important to know how to communicate with different type of people because we are all different.

University Skills And Skills That I Need In The Workplace.

I have developed listening skills with this module. At the beginning of term 1 it was really hard for me to concentrate. But the way that the lessons were explained it was really easy for me to understand the lessons and to contribute to the discussion on the different topics that we learnt.

Working in a team

Working in a team group was really relevant for me. Because each of us needed to provide different ideas to do the exercises that the teacher gave us. At the beginning I was very shy I was not comfortable explaining my ideas to the group as I thought that my ideas were not good. One day we were discussing on how to make a good Curriculum Vitae. This course was useful for me because I didn't know how to make a good Curriculum Vitae before. I was always using the template Curriculum Vitae on the internet and that was very hard for me to fill out the template with my own ideas. But working in the group help me to get different ideas on how to make a good Curriculum Vitae. Everyone gave me their own experience about making a Curriculum Vitae. That was really relevant for me. With a good cv you can have job offers anywhere in the world. According to Jacob Maslow (News The Time of Israel 7/04/18)- Connections are everything, but they're even more important in Israel. It's all about who you know, so start making and maintaining connections that will benefit your career.

Time Management

My knowledge of time management was not what I thought it was. I thought time management was about everything I did before in my life without work, how I managed to arrive on time to work and how I organised my time at home with my family and friends. With this module I learnt how to organise my time at work. I mean how to organise my time before work, in work and after work. It is essential to prepare your day the day before for example the commute, the price and the clothes you will wear and if you got a childminder you need to confirm everything with them the day before. Always give yourself half an hour gap because of delays and traffic also train cancelations.

What is time management

According to Dv Fulfilment 2008

Time can't be saved, paused, controlled or replaced. Therefore it's up to you to manage your time. When you use good time management techniques, you're really just managing yourself better.

Preperation

Taking the time to think about what you need to do is a simple, but effective, way of managing your time. Even before you set foot in work you can prepare yourself for the day ahead. Some things can be prepared the night before

like: Work clothes Are your work clothes clean? Can you find them easily? Equipment Do you have all the equipment and tools you need? Is everything in good working order? Food Do you need to bring your lunch with you?

I was asking myself about how to be efficient at work. I was surprise to learn time management is one of the key to be successful at work. Time management can lead you to get a promotion at work also to help your colleagues with the work, to be appreciated by your managers.

Benefits of Time Management

- ☐ Complete More Tasks.
- ☐ Enjoy Your Free Time.
- ☐ Reduce Procrastination.
- ☐ Gain More Control

Those are vital elements to succeeding in the workplace because by doing these steps it will help you to enjoy your work and allow you to have a home and work balance. Also, it will reduce yourself from forgetting and speeding in the morning to get to work. Also, you gain more control over your work you understand more what your work is and what you have to do.

Conclusion

The first and the second term of this module Academic and Employment Skills. Helped me to communicate better with people. The module helps me do that by doing paired and team work. That opened my mind up to new vocabulary and helped me to socialise with people. As English is not my native language at the beginning I found it hard to communicate with peers in my class because I thought that we did not have similar interests. But as I moved through the course, the course helped me to interact better with others through the interactive activities and presentations. Also, the course helped me to make new friends. I found people in the same course as me with similar interest that I have. They helped me along the way through class talks and presentations. Also giving me ideas and feedback that really helped me to get to where I am right now. But my second course that I enjoyed was how to create a pdf. I enjoyed this because I learnt things about pdfs that I didn't know.

References

Reddebrek (libcom.org on 15/04/13)

Cameron, B (Minister for Corrections, Victoria) 2007,
Construction begins on high security unit, media release,
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Martin Haas Harvard Business Review (June 2016)

Jacob Maslow (News The Time of Israel 7/04/18)

Dv Fulfilment 2008