

Academic and Employability Skills

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Introduction

According to Dictionary.com (2020) skill is the capability to do something good . These capacity is characterized by knowledge , practice or talent. The university education play an important role in gaining academic and employability skills. This report aims to analyse different academic skills and how these are associated to employability skills and reflect upon my own skills. The objective of this study is to provide a good information about the skill proposed and investigate if me as individual I have it or I need to improve it . This report will pay attention in define and inspect the scope of every skill in both in academic environment and workplace experience. The skills which will be analysed are: communication, time management, problem solving, team working and listening.

Communication

Communication is the act of moving information from one person to another . It is ability of giving and receiving information . This skill involve listening , speaking , understanding and empathising. It may be oral (using voice) , written (using printed or digital media such as books, newspapers, blogs or emails), visual (using icons, maps, charts or graphs) or non-verbal (using body language, gestures and the sound and pitch of voice). In daily routine people are using an combination of these abilities to communicate . (SkillsYouNeed.com, 2011 – 2020)

The academic environment is the best support in gaining and improving communication skills. Students learn about words art, to speak and to write correct grammatically, to share ideas with others colleagues, to express their own opinion or to use digital media in communicating online with others people.

Is important to manage the communication skills in workplace. Employees need to know how to express their ideas and the messages to be understood by others co-mates. They must to know and understand their job and tasks very well to increase productivity at work. Passing a task can be done just by an effective communication shared by theirs leaders.

This skill, I need to improve it. I know how to manage written communication but I need to improve my oral skills. My weakness is that I am an introvert person, I am shy when I need to speak with strangers or intelligent people. My language barrier or my confidence, can be an impediment in achieve a good communication skill.

Time Management

Time Management is the process of organizing and scheduling daily activities in scope to control the time and growth efficiency and productivity. It is present in every person life activities relating to work, school, family, social life and personal interests. Knowing to manage time efficient, give the person opportunity to spend the time in their own way and useful

according with their demands. The process of time management include a variety of skills, tools, and techniques used to achieved goals in everyday jobs and plans submitting with a due date.

According to Morgan (2017), a person need to prioritize and focus their activities to achieve carer goals . People need to setting goals, these goals may become more and less important to them as time goes by, so is essential to prioritise the activities in order of their importance to achieve efficient and productivity goals. In academic environment, developing time management skills as student will be ingenious to use different techniques. The Time Management Matrix (Covey, 1989) is a good technique for students to prioritise their activities from less important to more important. Is important for a student to detain time management skills, it will help to get organized and manage time effectively in scope to accomplish school tasks professionally and prepare him for career life.

The organization must to know how to managing time. Is vital that companies need to know how to deal with deadlines and time-sensitive tasks. Employees who hold up this skill are more productive and efficient in organise their essential and non-essential duties. They limit the amount of time wasted and use it in an competent way. Managing time is about save time and money of organization and make profits. The employees must to know to analyse their job, make priorities and maintain focus on achieving theirs job objectives.

I have this skill but I still need to improve it. In general I am organised and I achieved my goals when I wanted them. I miss motivation and I need to focus more of setting my daily objectives, keep a record and prioritise them. I think a good time management will help me to eliminate my stress level and be more motivated in planning my future career.

Problem solving

Problem solving is the process of solving a problem in different circumstances conditioned by diverse constraints, as time, determination or social convention. The act of solving a problem is stereotypically following o set of steps: define the problem, establishing causes, developing possibilities and making a choice. (Morgan, 2017)

University education help student to achieve this skill. Academic life support achievement of optimal result in problem solving process with: critical thinking, judgement and thoughts based on good study and published theory. It sustenance students to be creative and innovative in problem solving process. The teaching is based on reality-based problem which permit students to see thinks from different viewpoints.

In workplace environment the decisions are a bit harder to be made because is resources-consuming. The organizations can confront issues in not having money , time or energy. A problem solving process involve a series of techniques and rules, because of hundreds of decisions faced every day, the organisations act with intuitive decision in favour of analytical judgment. The rational model is reserved for crisis decisions in function of problems importance.

From my point of view, I do not have this skill. In process of problem solving I am act by intuition and I never used a plan to resolve an issue. I think I need to work on this skill more.

This help me to develop my critical and analytic thinking, and my confidence. To know how to use a rational model, it help me to make quality decisions in decide my future objectives about job and social actions.

Team working

Team is a group of individuals, who cooperate and working together to accomplish common goals. According to Morgan (2017) one team to succeed is the way how the people are put together. They can be organised by personal knowledge, relationship, personal abilities or access to financial and other resources. The team working skill is ability to know how to work and cooperate with other members team. This skill is conditioned by ability to communicate, to interact , to be responsible and to be a good listener.

The universities help students develop this skill in preparation of employability by group work assignments. The students are organised by roles and tasks. In school projects student learn how to pick their team leader, how to be responsible delegating different role and tasks, how to cooperate supporting each other and be active listeners respecting others ideas.

In the organisations, team working play an important role in performance success. Employees work together in problem solving and making decisions process. Collective ideas are making the problems solving more easy and better. The contribution of more minds can generate creative and innovative ideas. Working as a team help in uniting employees, motivate them in efficiency and in building strong co-mates relationship. (Morgan, 2017)

In my opinion, I have this skill. I like to work with others members in scope to achieve an objective project. I am a good listener and in majority of cases I initiate the ideas in a group. I think I need to work more at socialisation, me as individual is hard to integrate in a group because I am very serious and hostile person. Once I adapted in group I became the loyal and trust person. In projects I became the leader because I know how to be creative and take good decisions.

Listening

Listening is the ability to hear and comprehend an message, concentration on the speaker, understand the information and give feedback. (Indeed.com, 2020) Developing this skill help people to communicate efficiently, to create strong relationship, to process and hold correct the information and use it with scope to achieve professional excellence. According with Maud el al (2017) cited by Brownell (1994,1996) listening is defined by six interrelated components: hearing, understanding, remembering, interpreting, evaluating and responding.

In academic environment, the students are supported develop listen skills by knowing to interpret, evaluate and respond to a message. Interpretation is made by taking notes and response by paraphrasing, summarizing, reflecting, and asking question. Developing this ability increase the retention, promotes critical thinking and facilitates learning. (Maund el al, 2017)

In workplace an efficient listening is vital. A good listening, help in process of identify and solve problems. The organisations give importance to listen their customers and employee's needs.

The customers feedback and employees ideas play an important role in company success. An efficiently communication is conditioned by a good listening for a good teamwork collaboration. The employees find good solution if they are focused and respect each other's decisions and ideas.

From my point of view I have it. When I start a project I am motivated to achieve it with success. Motivation make me to be a good listener and focus on my goals. I like to work in group and share information with others. I respect others opinions and ideas and take the decisions in group. I can improve this skill continue to learn in academic environment and increase my knowledge and communication ability.

Conclusion

This skills are valuable and keys for success career life. Academic skills support students to provide knowledge of different skills and succeed in university and employability. Skills as, an effective listening and communication , managing time, problem solving and work in team, are keys and valuable abilities for improvement people life and employability. In general, people detain them but these can be upgraded and develop just with academic support. I fell that I developed and upgraded some certain skills that I detained. I think I know how to planning my time and take best decisions in scope to solve problem and to work in team, I think I am good at listening and I know how to take notes and write in academic style, listening and writing help me to develop critical thinking. Still I think I need to work more at my confidence and improve my oral communication and academic writing. These can be achieved just make research, make presentations, speak in public and writing reports and essays. Employability profile is conditionate by these academic skills, to make performance.

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