

# **Skills for the Workplace**

## **Academic And Employability Skills**

**BMSW4001**

**Student Name: Silviya Kovacheva**

**Student ID: 2132342**

## Table of Contents

|                                          |   |
|------------------------------------------|---|
| Introduction                             | 3 |
| Time Management                          | 3 |
| Organising Study                         | 4 |
| Cover Letter Writing                     | 5 |
| Public Speaking and Giving Presentations | 6 |
| Conclusion                               | 7 |
| References                               | 8 |

## Introduction

Professional skills are very essential to be employed in the present times and academic skills will be helpful in academic life and get good grades. Students and graduates nowadays need to know about their strengths and weakness so that they can capitalise on them and also focus on their weaknesses to develop them further and turn them into strengths (Bell, 2017). Reflective models can be utilised in this case to evaluate the various incidents and analyse them along with finding out the things that could have been done differently to get a better outcome in those situations (Bell, 2017). Gibbs's Reflective Cycle is particularly effective in this case. In this report, different types of skills will be analysed using reflective models and how the skills can be developed will also be discussed.

## Time Management

Time management is one of the most essential skills that are required in academic and professional lives. It can be termed as the ability to maintain time and finish all the tasks according to the deadlines (Mason, 2012). Time management is quite tough during student life as many different things have to be maintained at the same time (Bell, 2017). Gibb's reflective model regarding time management is mentioned below:

**Description:** At the earliest stages of my life at university I had to face a lot of trouble maintaining time as I participated in various activities and clubs along with attending classes and also doing some sort of part-time jobs. All this was always cluttered and I had to sometimes miss some of those appointments due to my lack of time management.

**Feelings:** As I could not complete all the tasks in time and sometimes failed to submit assignments within deadlines, I lacked in different sorts of academic activities as well as lack in my professional work due to my hassle regarding time management. The feeling was very frustrating as I trying to participate in all the activities.

**Evaluation:** I have come to know about the usefulness of time management as one of the employable skills through this module and it has helped me to like the aspect of performing all tasks on time. I have learned that I can utilise time in various ways and get the maximum output from it.

**Analysis:** To analyse how much time I wasted every day on procrastination, I started to take timers of the activities that I had to do and try to measure them at the end of the day and find out the lackings. I was able to find that if I can concentrate on a task properly then I could finish it well on time and also have time to spare. So I thought to myself that I should stop procrastination and try to focus on the work that is at hand by maintaining a daily schedule.

**Conclusion:** I came to realise that if I have to do better in academics and also in my professional life then I have to maintain a balanced schedule that would give me enough time to participate in all activities and also have time for myself. So I began to prepare routines that would help me maintain all the tasks and also uphold my to-do list for the weekends.

**Action Plan:** The plan that I would undertake to develop my time management skill is to prepare schedules and daily routines for the whole week and also list out all the tasks that I had to complete within that time so that I can measure the time that I have and allocate the right amount of time for the right task.

## Organising Study

The organising study is a very essential skill that every student must have to perform better in academics and also be more employable in the future in their professional arena. Organising and maintaining a daily log of all the materials that are taught would be very important for students to know the whole syllabus and the requirements for the exam (Dale, 2009). The organising study can be termed as the process of maintaining a list of all the materials that are taught in discussed in class and the workshops that are done for the implementation of those learnings (Caproni, 2011).

**Description:** During my first semester at university had a really tough time maintaining all the study materials as I lacked the organising capability of taking notes and following them for the whole week so that I could learn them easily. I attended the classes and understood that it was essential for me to organise my studies.

**Feelings:** I felt like I was lagging in my studies as I could not organise all the material that was taught in class and being you at University I did not have many friends to seek help. I also could not perform well during the tests as I did not have all the materials that were required to be studied.

**Evaluation:** I was frustrated with myself and thought that if I can try then I would be able to perform better at the studies, and organising the materials and the modulus is the first step of doing that. I also realised that I had to develop my note-taking ability in class so that I could follow the materials after the classes going back home.

**Analysis:** As I could not take proper notes during the first semester at university I did not perform well during the finals and it was quite miserable for me. So I came to realise that if I can take better notes then I could perform better than the other students at university.

**Conclusion:** The skill of note taking and organising study was latent in me as I performed well during my school and college life where all my studies were organised by myself. But as the study materials of the university are not concise and based on a vast syllabus, I had a tough time maintaining them at the initial stages.

**Action Plan:** So, to perform better at my university and in academics I had to take better notes and keep that in mind. I started to take notes and also practice them at home and organised all the study materials and books according to the subject so that I could find the right materials at the right time.

## Cover Letter Writing

A cover letter can be termed as a document that is very essential for any graduate looking for a job as it shows all the academic and professional achievements along with the skills and necessary information about the candidate and his enthusiasm for the job position (Drew and Bingham, 2012). The cover letter is the first document that is seen by the employer about a candidate and it gives them an idea about how the candidate is (Sangster, 2017). Developing a good cover letter increases the chances of employment by many folds and that is why every student needs to know about preparing a cover letter. A cover letter has to be prepared according to the job description so that the employers can know about the strength of the candidate (Gallagher, 2019).

**Description:** In one of the classes we were taught how to write a proper cover letter and input all the information according to the criteria and segments. As it was my first time preparing a complete cover letter, I did not know all the information and the teacher taught us all the required information for preparing a cover letter. I learned about it from classes and also from some online articles.

**Feelings:** As it was the first time I was preparing a complete cover letter, I did not know its usefulness, how to be precise or which points to mention or which ones to omit and that is why I did not feel confident about the cover letter and it ended up being very unattractive and would not compel to any hiring manager.

**Evaluation:** At the time of developing my first cover letter I put down all the information that came to my mind without any scrutinizing and all the academic and professional achievements that I had as well. I also did not clarify the strengths and weaknesses of the skills that I had. All this made my cover letter very cluttered and it was not very precise according to any job description.

**Analysis:** While preparing my cover letter I was very truthful about any kind of weakness and lack of skills that I had and this made my cover letter very unattractive as I did not know about it before. The teacher helped me to understand it and tried to help me focus on my key strengths and skill sets. So I understood that I had to be very careful about the information that I put on my cover letter for the hiring manager of any company.

**Conclusion:** The class helped me learn a lot about the proper writing format of a cover letter and it was very helpful in my academic and professional life as well as I got a part-time job by preparing a proper cover letter and submitting it to the hiring manager.

**Action Plan:** I intend to develop my cover letter writing skills by properly practising the formats and also updating my cover letter now and then according to the experiences that I get and the skills that I develop according to the job position that is being offered.

## Public Speaking and Giving Presentations

Public speaking and presentation skills are one of the basic aspects that are required by students for getting better employment (Patil, 2020). Nowadays the hiring managers in most organisations look for people who are good at speaking and communication along with a combination of good technical skills (Sangster, 2017). Public speaking and presentation skill is thus very essential for both academic and professional lives. In academic life, public speaking and presentation skills are required to perform well in impromptu speech and presenting the task that is given in different workshops (Spezio, 2021).

**Description:** In one of the weeks of the module, we were given a task by the teacher to perform an individual presentation on a specific topic. Our presentation was on our intended career choice. During the lectures, I understood the presentation topic well and also understood the different ways through which I can perform better in it. But, on the day of the presentation, I could not perform well. And it caused me to get lower grades than others and it was very unsatisfying for me. And because of this, some of the topics that I wanted to discuss were not properly conveyed during the presentation.

**Feelings:** I felt like I could have done better at presentation and public speaking if I had practised more during the time and also performed it regularly on various occasions. I learned about giving a proper presentation in the module classes and also its usefulness in the job sector. So, although I had also learned about presentation techniques from some outside resources, I failed to replicate them in my practical presentation.

**Evaluation:** Although I had prepared my slides and script beforehand, I could not perform well in the individual presentation that week, and I feel like I did not practice my speech properly and would have done better if I had enough practice time.

**Analysis:** I had talked to some of my friends regarding the presentation after I did not perform well and they told me that it was normal for many to be tensed during a presentation. So, I understood that I had room for development and to turn this skill into one of my strengths.

**Conclusion:** So I decided to improve my presentation and public speaking skills by analysing the situation during that time. And for that, I needed to implement the action plan and learn about more presentation techniques.

**Action Plan:** I plan to develop my presentation and public speaking skills by participating in different activities of speaking and communicating regularly and also practising it at home. I can also develop the skill by having experience of watching others and how they perform it.

## Conclusion

Developing the various types of academic and professional skills are very essential for graduates nowadays as the job market is very competitive and the right skills are required for organisations to employ a certain graduate. So to make oneself more competitive in the market it is very essential to have the right strengths and skills according to the job and be successful in the employment market.

## References

Bell, G. (2017) Time management skills: How to make a to-do list, stop procrastination, and increase your productivity. North Charleston, SC, USA: Createspace Independent Publishing Platform.

Caproni, P. (2011) Management skills for everyday life: United States edition. 3rd edn. Upper Saddle River, NJ, USA: Pearson.

Dale, M. (2009) Developing management skills techniques for improving learning & performance. 2nd edn. London: Kogan Page.

Drew, S. and Bingham, R. (2012) The guide to learning and study skills: For higher education and at work. London: Gower Publishing.

Gallagher, J. P. (2019) Personal and professional skills for the IB CP: Skills for Success. London: Hodder Education.

Mason, K. (2012) Tick tock! Time management for mobile or home office workers. Xlibris Corporation.

Patil, S. (2020) Handbook on Public Speaking, Presentation & Communication Skills: Principles & Practices to create high impact presentations & meaningful conversations. Mountain View, CA, USA: Notion Press.

Sangster, C. (2017) Planning and organizing personal and professional development. London: Routledge. doi: 10.4324/9781315246734.

Spezio, N. (2021) Master in public speaking: Public speaking tips to crush your next presentation: Powerful presentation & public speaking skills. Independently Published.