

Academic and Employability Skills

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Introduction:

- ▶ Students must have employment skills in addition to academic talents (Philpot, Curnick, Soars and Soars, 2013).
- ▶ Various areas of academic and employability abilities will be highlighted in this lecture.
- ▶ I've described the abilities required for my desired career and compared them to my own.
- ▶ For the application to my position, I used a SWOT analysis, time management tools, and a personal growth plan.

Intended Career:

- ▶ My long-term goal is to become a teacher.
- ▶ I've always wanted to be a teacher since I was a kid.
- ▶ Teaching is a respectable job in my opinion, and I have always wanted to be a teacher.
- ▶ That is why I am ready to take on the role of a teacher.

Necessary Skills for the Job:

For being a teacher some skills are necessary which are mentioned below:

- ▶ Communication
- ▶ Leadership
- ▶ Time Management
- ▶ Patience
- ▶ Technological
- ▶ Critical Thinking etc. (KASAPOGLU, 2020)

My Skills

I'll go over my abilities in the following order, based on the capabilities required for teaching:

- ▶ **Communication Skill:** Communication skill is required for teaching since it aids teachers in effectively interacting with students and comprehending their difficulties and knowledge (Yorke, 2010). I am an excellent communicator.
- ▶ **Leadership Skill:** Because the teacher is responsible for leading pupils along the correct route and in the proper direction, he must have leadership skills in order to guide, encourage, and inspire them to achieve their goals, which I possess (Lussier and Achua, 2012).

My Skills (Contd.)

- ▶ **Time Management Skill:** A teacher must be punctual, which is why a person interested in becoming a teacher should develop and practise time management skills (Gravells, 2010). And in that case, I've been timely since I was a youngster.
- ▶ **Patience Talent:** Patience skill allows a person to be patient in a stressful and difficult scenario, allowing them to better handle things or situations even when there are several challenges (Ruetten and Pavlik, 2012). Because a teacher must deal with pupils and deal with a variety of situations in the classroom, patience is an essential talent, and I need to improve my patience skills.

My Skills (Contd.)

- ▶ **Technical Knowledge and Skills:** In today's society, technological knowledge and skills are a must-have skill for any career position (Ruetten and Pavlik, 2012). Teaching, like other professions, need technical abilities such as MS Word, MS Excel, and other similar programmes, which I have adequately developed.
- ▶ **Critical Thinking Talent:** Critical thinking is required for becoming a great teacher, and the reason for this is that a teacher must grasp the thoughts and knowledge of pupils, as well as create questions for examining them, and critical thinking skill aids teachers in this endeavour (Gravells, 2010). I'm a little poorer in critical thinking than other people, which is why I need to work on it.

SWOT Analysis

Strengths	Weaknesses	Opportunities	Threats
• Great communication skill • Great leadership skill • Time management ability • Better technological skills	• Poor patience ability • Weak in critical thinking ability • Not fit enough for the job right now	• Student of business faculty • Have some major skills that is necessary for the teaching profession	• Maintenance of academic skills and employability skills • Competition in current market • Lesser employment opportunities

Time Management Tools

- ▶ There are a variety of time management tools available to assist people in keeping track of and managing their time effectively (Williams and Reid, 2011).
- ▶ For time management, I utilise 'Toggl' and 'RescueTime,' among other programmes.
- ▶ Toggl is a vivid time management application that assists me in correctly monitoring time and allowing me to track time spent in other apps, view report summaries, and manage time by following them.
- ▶ RescueTime assists me in effectively managing my time through the productivity challenge and minimising bad habits with the effective time reminder tool.

Personal Development Plan (PDP)

Goals	Methods	Measurement	Target Period
Patience Skills	Training programs, Counselling programs	Through attending different patient games and programs.	4 Months
Critical Thinking Skills	Solving more real case studies, and more puzzle and analytical solving	By attending critical competitions	6 Monthsexaminatio ns and

Conclusion

- ▶ Every student need to develop employability skills as well as academic skills.
- ▶ Employability skills help a student in getting fit for the desired job.
- ▶ Since I want to be a teacher I'm focusing more on the needed skills for being a teacher.

Reference List

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