



Module Title : Academic And Employability Skills

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Module Lecturer Name : Joanna Walsh

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Student Name : Nicu Ile

Student ID Number : 1913388

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Table of Contents

Introduction:.....	3
Discussion:.....	3
Different types of skills:.....	3
SWOT analysis in relation to PDP:	4
Time management skill required for developing PDP:.....	5
Understanding of the professional field:	6
Reflection on academic progress:	7
Conclusion:	8
References.....	9

Introduction:

Employability skill defines the transferable skills possessed by an individual that influence on their workplace activities intensely. Adaptation of these skills is highly essential for an individual to maintain professional growth in a highly competitive market scenario (Chowdhury & Miah, 2016). The personal development plan enables the individual to get an idea about the employability skill during their academic session. The current study has helped me in detail about the importance of making a personal development plan that helps me to get an idea about inherent strength and weakness that impacts on my academic field. The necessity of time management tools required for developing PDP has also been mentioned in this context. I have also shared my views regarding academic progression during the study of this academic module.

Discussion:

Different types of skills:

The concept of skill helps in defining the ability to do a particular task with the aim of achieving target works within the assigned timeframe. Skills can be of different types, such as:

Academic skill:

Academic skills define the presentation, composition, comprehension and referencing skill that is adopted by learners during the time of the academic session. Development of academic skills benefits the students to achieve learning goals in assigned timeframe (Minocha, Hristov, & Reynolds, 2017). Adaptation of critical skills like reflective practice or critical thinking ability benefits the students to improved academic performance. For example, knowledge about composition enables the student to improve writing skill that helps in accomplishing the assigned academic works successfully.

Hard skill:

Hard skills explain the measurable skills such as reading, using computer programs or writing that need to be possessed through constant practice. Learning these skills benefit in enhancing the efficiency of students (Hsin & Xie, 2017). Constant practice of acquiring these measurable skill provides a scope of getting better employment opportunity in future. Adaptation of hard skill increases the accuracy of the individual that benefits in getting a

better career in future professional life. For example, students focus on acquiring a hard skill like reading or writing that helps them to make a clear idea about the subject matters.

Soft skill:

Soft skill defines personal attributes such as interpersonal skill, communication skill developed by an individual. Development of soft skills benefits the individual to maintain healthy communication with other persons to achieve target goals (Chowdhury & Miah, 2016). For example, enhancement of communication skill enables the students to maintain healthy interaction with teaching professionals and other peers in the classroom session. Sharing of information with peers increases the chances of achieving target learning objectives in the proper timespan. Continuous interaction also helps the students in teamwork activities that are arranged during the academic session. Development of strong networking skill increases the chances of taking the valuable suggestion of other peers to solve critical learning tasks.

Employability skill:

Employability skills are developed by an individual to achieve future professional goals within the assigned time limit successfully. Enhancement of these skills is essential for career growth of a person (Hsin & Xie, 2017). Students also focus on increasing employability skill during the time of performing teamwork activities. For instance, active involvement in teamwork activities benefits the student in developing problem solving skill that increases the chances of managing future career goals effectively.

SWOT analysis in relation to PDP:

Personal SWOT analysis helps in identifying individual strengths and weakness (Colmer & Waniganayake, 2015). My personal development plan requires a SWOT analysis because it would help in understanding what my personal strengths, weaknesses, opportunities and threats are. The SWOT analysis of mine is given below:-

Strengths:	Weaknesses:
• My effective communication skills • My ability to understand the body language of others and high intuition	• My lack of time-management • My impulsive nature
Opportunities:	Threats:
• Ability to become a leader or a manager of an organisation in the future	• Lack of time-management can impact my career decisions

• Ability to open a personal business of my own	• My impulsive nature can make me take wrong career decisions like quitting employment or changing business ideas very frequently
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Based on my SWOT analysis, I have found that my effective communication skills and intuition are required to be useful for my job, career, as well as my future planning with a particular business. On the other hand, the weaknesses of mine that I have identified consist of lacking time-management skills, and also my impulsive nature. Both these weaknesses are required to be resolved by me in order to become a manager or open a new business, which is seen as opportunities in my career. On the other hand, I have also found that not improving my weaknesses can create problems in my entire career, or overall plan for success.

Time management skill required for developing PDP:

I have learnt from the course and my module that every step in a career needs to occur at a proper time in order to make it a complete success. Once the actual time required for decision-making is missed in career, it cannot be made, and it increases the weakness and creates problems in the career of an individual (Ahmed & Ward, 2016). Also, in a PDP or a personal development plan, identifying the weaknesses, and resolving those weaknesses within a proper timeline is important for ensuring success in life or career. The personal development plan is generally based on identifying the weaknesses of my personality and improving that weakness over a specific period of time.

Every PDP mentions a specific time period within which the weakness is required to be resolved, and the overall plan of resolving the weakness is related to the next career goal (Gabdrakhmanova & Kalimullina, 2016). For example, if a student's next oral test is after six months or the next interview is within two months, the PDP also mentions the timeline in lieu with the next goal of career (Albu, 2017). Generally, a PDP provides a time limit of 6 months to one year for the improvement of an individual's personal weaknesses (Bach & Ellis, 2015). The time-management skills that improve an individual consists of organisation, prioritisation, goal-setting, planning, delegation and stress-management.

The first skill that is required by me in order to set my PDP consists of the skills of organising, which is bringing all the materials and tools that are required for checking my personality that needed a proper improvement (Bournois & Chauchat, 2017). In order to do that, I require the MBTI skills, which tests my personality, and tells me my strengths and

weaknesses at one go. Also, it has been found that the skills of prioritisation are very important for time-management. It has been found that my personal weakness called the time-management is a first priority than controlling my impulsive nature, which will help me in making my PDP in the best way.

Also, the goal-setting is important for the improvement of my career, and it is more important because the goal-setting helps an individual to understand the exact type of goals that are necessary for success (De Gieter & Hofmans, 2015). I have also set my goals of entering the management of a big corporate and also, to open a business of my own choice. The planning is also important for time-management, which I have found to be extremely important because in order to make a specific goal successful within a short period of time, an individual needs to make a plan. The plan means the exact way of improving weakness.

The skill of delegation is also an important factor for the purpose of time-management within an organisation (Brown & Thomas, 2015). Delegation means avoiding other tasks when the completion of a particular project within a perfect time is essential (Fonseca & Domingues, 2017). It is found that the work of delegation is quite important when the tasks of improvement and my weaknesses are at hand. Also, when many tasks are present within the work, stress management is a skill, which helps an individual to cover the tasks within a proper time.

Understanding of the professional field:

Throughout the course, I have understood that my professional course is business and its development. It will provide me with the perfect skills necessary for the development of my career in academics, as well as it improves the employability skills necessary in the workplace. I have been able to find that doing business is dependent much on handling the employees, the management, and the customers (Jiang & Liu, 2015). In order to do so in a better way, I felt that I need to know my skills and my weaknesses so that I can resolve my weaknesses in a better way. I have also understood that the professional field of business is related to increasing my knowledge of the market, the management, and most importantly, identifying my individual strengths and weaknesses.

While studying about employability, I have understood that communication plays a key role in the increase of business and procuring customers. I have been able to find that I possess good communication skills by taking feedback from my peers during the study. I have also been able to understand that intuition is a quality that is necessary for doing business in a proper way because certain market predictions help in business development (Kiser, 2015). I

have also found that my intuition skills are quite good, which is why; I have decided to open a business at a later date in my life after getting the skills required by becoming manager in a corporate. I have also found from the professional skills that I need to increase my academic qualification, and possess hard skills like numeracy for my overall development. I have also been able to understand that having a qualification in business management is essential for my professional development, and doing this course had been an important decision in my life.

I have also been able to understand that controlling the impulses in the professional atmosphere is extremely important for fostering teamwork. Also, I have found that collaboration with my peers help an individual in making progress, which I have learnt about business, which is my professional field.

Reflection on academic progress:

I have been able to understand that my academic progress is quite well, which I have understood after taking feedback from my tutor as well as from the other peers of the group. I have been able to understand that my peers have helped me in understanding that I have the capability of intuition, which helps me to understand the other person's mood within a very short span of time. So, I have understood that my intuition will play a role in the development of business. However, I have also understood my weaknesses and my threats, which have made me develop an action plan according to my requirements as given below:

Actions to be taken	Ways to take action	Timeline
Improving my time-management	I will improve my time-management by making a plan for the daily routine in the previous day.	Two months
Impulse management	I will manage my impulse by taking an online course on public relations, which will train me in controlling my emotions.	Three months

Conclusion:

The study has concluded that academic and professional skills are necessary for an individual to have business management. It has also been found by me that business management helps an individual to grow professionally, and achieve success in professional life. I have done my own SWOT analysis from where I have found that my skills consist mainly of communication and intuition. However, my weaknesses have been found to be a lack of time-management and impulsivity. I have also understood that I need to develop my numeracy skills for the improvement of the business. I have been able to prepare an action plan that describes the process of my overall improvement.

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