

University of Wales Trinity Saint David

Academic and Employability Skills

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ACADEMIC EMPLOYABILITY SKILLS

Executive summary

Employability skills are the skills, which are favoured and desired by every employer. The report has effectively presented a personal reflection of the skills that are present and the ones, which need to develop in order to be a **business manager in Mc Donald**. The reflection upon the skills has been enhanced through the medium of reflective model namely Gibbs reflective model. The experience and the requisites to develop an effective skill are demonstrated. A SWOT analysis has been conducted to analyse the various employability skills further. There is a mention of digital technology, which can be effectively utilised in order to enhance the overall learning phase as a part of the action plan. Various recommendations regarding proper enhancement of analytical skills have been suggested within the report.

Table of Contents

1. Introduction	4
2. Discussion	4
2.1 Relevant Employability skills and its analysis	4
2.1.1 Self and time management	4
2.1.2 Teamwork.....	5
2.2.3 Problem solving and analytical thinking	5
2.2.4 Effective note taking	6
2.2 Personal learning and development	6
2.2.1 Gibbs reflective theory	6
2.3 Examining my role	9
2.3.1 Personal SWOT analysis	9
3. Conclusion and recommendation	11
Reference list	12
Appendix: Gibbs reflective cycle	12

1. Introduction

Employability skills are important because these skills can make an employee perfect at a particular designation. Developing Skills are the most important things, which are required at any employment sector. These are the skills, which the employers desire and look for, in every candidate, they wish to select, known as soft skills, which is required for employable sector. The report aims to cover employability skills that need to be developed **based on the skills required to be a business manager. Currently, I am positioned in Mc Donald's as a floor manager; however, I aim to be the business manager. Hence, the current report effectively focuses on analysing the current skills that I possess and the skills that I need to develop in order to be suited for the role of business manager within the organisation.**

2. Discussion

2.1 Relevant Employability skills and its analysis

2.1.1 Self and time management

Self and time management are extremely crucial in today's market, and for the perfect delivery of an assignment. One can make a project ready on or before the time by making a to-do list which helps to deliver assignments before deadline. **Being a floor manager, it is my responsibility to coordinate all the operations and activities within the provided time. I certainly do possess the time management skills. This will effectively help me in the process of managing the various orders and other accounts related works that a business manager is required to handle and deliver within the provided time.** Time management is something, which brings a work in perfect shape. It is one of those practices, which helps an employee to become productive in every field. As stated by Morley (2018, p.56), time management has its own importance. I personally feel that I have the ability to manage the work that has been provided to me in my entire academic sessions. This would certainly benefit me in my near future in the employment. As influenced by the idea of Musgrave *et al.* (2017, p.35), it can be stated that if all employees start delivering their respective works on deadline, then the organization will be able to meet its

objectives on time. Hence, time management is a very important skill, which is desired by almost every employer in this current competitive environment.

2.1.2 Teamwork

Working with a team is also an important part to develop any project. I certainly do possess the teamwork skills, as I have been able to control the work pressure within Mc Donald's by arranging suitable group activities. This skill is very essential if I want to fill in the position of Business manager. A team needs to get ready both mentally and physically to fulfil projects. In history there are lot of examples of teamwork which has created a great milestone. As stated by Messum *et al.* (2017, p.120), teamwork is very important in industrial work and even in employment sector. A good team member always communicates with teammates to complete any project. A team can be developed by sharing ideas with teammates involved in the project. The project should be discussed properly among the teammates to complete it. A professional yet friendly approach is required to accomplish the project. A business manager is effectively required to have effective verbal and nonverbal communications. Hence, I am effectively required to enhance these skills so that I can work within the teams and coordinate those to benefit the company that I work for. Personal conflicts in team can harm any project. Another important part is listening well to the peers in groups (Pinto and Ramalheira, 2017, p.167).

2.2.3 Problem solving and analytical thinking

The problem should be identified first to resolve it. Formulating question against the problem is also a part of analytical thinking. While working as a floor manager in Mc Donald's, I have been able to learn the art of analytical thinking and the way it benefits decision making at workplace. However, I do realise that I certainly do not possess enough problem solving skills and I lack in this genre. As stated by Messum *et al.* (2017, p.120), a business manager is required to take effective decisions based on the current challenges and the issues that a company faces. This requires proper skills to analyse the issues and search for the possible causes. There is also a need to think about certain solutions, which can eradicate the issues. Hence, I am required to develop my analytical skills so that I can emerge as a perfect candidate for the post of business

manager within the organisation. I am effectively required to write down the possible causes behind the issue to think about it precisely. An individual should understand the issues properly. It is a major problem if the points behind the knot cannot be found out. Analytical thinking should be strong in an individual to find out the matter and solve it in time. If the analytical thinking is sharp, the solving method becomes much easier. According to Gill (2018, p.85), employers try to find employee who has the ability to investigate a problem. Some problems at some points needs some analytical thoughts which. Analytical skills are used every day in some fields. One should find out the ability of thinking in analytical way.

2.2.4 Effective note taking

Effective note taking is also important. I have effective note taking abilities, which have made me capable of doing my assignments in an effective manner. In addition, I also poses a notebook, where I do take a note of all my meetings and the current order that the company needs to focus on. This has effectively helped me in the process of never missing on the important business operations. A business manager is required to take control of all the business activities. At the time of work pressure, there can be instances, where he or she can overlook certain operations, which are vital. Hence, I feel that note taking is a skill, which every employer look for or desires so that his or her business is not harmed because of a casual attitude or lack of proper note taking ability. As stated by Messum *et al.* (2017, p.121), all the notes should be written down to understand them better. In the ideas of Musgrave *et al.* (2017, p.23), it can be stated that all provided details should be written in bold to understand. Taking Effective Notes keeps one focused and helps to communicate the information. Important notes should be concise and short. The bullet points of the information should be kept in mind and written down. An individual should always remember that taking notes would surely help later for making better perspective.

2.2 Personal learning and development

2.2.1 Gibbs reflective theory

Description	While analyzing the various employability skills that I possess, I have realized that certain traits such as analytical thinking and time management skills are required to be developed in order to be a business manager . I have realised that the employability skills are effectively required in order to grab the various employment opportunities.
Feelings	Time management is one of those skills, which need to be developed to become a business manager . I feel that note taking quality is one of those skills, which need to be thoroughly developed. Currently, I feel that there is a need to enhance my current habit of taking notes as this would help me in the near future during my employment.
Evaluation	After an effective analysis of the strengths and weaknesses, that I possess, it can be stated that all the issues, that I am currently facing can be solved by making a strong perspective. Based on the analysis, I have realised that Sharp concentration, positive learning quality should be developed to improve the complete learning process. Important note taking in right time is also a part, which should be developed to be a business manager .
Analysis	In order to, effectively develop, it is highly required to analyse the current situation. As stated by Musgrave <i>et al.</i> (2017, p.23), there is a need to plan the development and the requirements as per the weaknesses observed. Development of all the mentioned skills will effectively help in my professional career and will enhance the skills that I currently possess.

Conclusion	I have effectively concluded from my current situations that digital technologies can make the entire learning process to be more productive. I have realised the importance of employability skills and the urgency to develop those.
Action plan	Being attentive while taking effective notes is an important part, that can make an assignment better in future. One should be a active listener while all the important points are dictated. I need to effectively, focus on building my capabilities regarding analysis of a current situation. This can be possibly done within a timeframe of 2 months. This would provide me with better employment opportunities and help me to fill in the position of business manager (Academia.edu, 2019).

Table 1: Personal skills analysis through Gibbs reflective theory

(Source: Influenced by Al-Jubouri and Al-Jubouri, 2019, p.735)

[Refer to Appendix]

2.3 Examining my role

2.3.1 Personal SWOT analysis

Skills	Strengths	Weaknesses	Opportunities	Threats
Self and time management	1. Effective time management leads to better completion of job within deadline 2. Better management of work 3. Helps in enhanced revision	1. Ineffective time management leads to missing of deadlines.	1. Better management of work leads to grabbing of better chances. 2. more learning opportunities	1. Missing of opportunities 2. Gaining of negative feedbacks
Teamwork	1. Team work enhances negotiation and conflict resolution skills 2. Leads to better productivity	1. Decreased chances of productivity	1. Better enhancement of communication skills 2. Development of personal and interpersonal skills	1. Decreased production
Problem solving and analytical thinking	1. Solving of issues in no time 2. Reduced chances of risks	1. Lack of analytical thinking leads to mismanagement of work	1. Hurdle free process will lead to	1. Increased risks can lead to disruption of the entire work 2. can lead to complete project failure

Effective note taking	1. Helps in inclusion of all important points 2. Making the job as per requirements	1. Ineffective note taking can lead to missing of some important points and instructions	1. High quality work leads to enhanced motivation	1. Job failure
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Action plan:

As influenced by the idea of Messum *et al.* (2017, p.121), it can be stated that there is an effective need of properly utilising the digital technology within the working and the learning process so that the entire learning can be enhanced. I have realised that I can utilize the mobile technology in order to take my notes. It is not possible to carry notepads everywhere to make a list of certain important points. However, the utilisation of smart phones and their increased usage have effectively resulted in making it easy to take notes and capture the points. I feel that this would certainly help me in the process of enhancing my overall learning procedure **and would enhance my skills to be the business manager of Mc Donald's**. Hence, I am required to work upon my lacking within a timeframe of 2 months. I must attend seminars and career counselling workshops to enhance my employability skills. Moreover, setting of reminders and making a priority list using the mobile technology will also help me in the process of effectively managing my time.

3. Conclusion and recommendation

After the complete analysis of the skills that I possess, it can be recommended that I am required to enhance my problem solving techniques. Though I understand that I have been able to think in an analytical manner so far, I need to think in a very rational and positive manner, which will prove to be very advantageous **for being the business manager**. It is highly needed that I take a note of all the possible requisites, that I need to do in my future and set up those as per their respective priorities. It can be concluded that enhancing my employability skills will not only benefit me in my professional career but will also ensure my personal development.

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Appendix: Gibbs reflective cycle



(Source: <https://www.academia.edu/37614251/>

Using_Gibbs_Reflective_Cycle_Gibbs_Reflective_Cycle_or_Gibbs_Reflective_Model)