

ACADEMIC AND EMPLOYABILITY SKILLS

BMSW4001

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BACKGROUND

- The academic and employability skills are the essentials to determine our future as a professional and academic career.
- Depending on our progress, we can face and deal with everyday learning, and in the end, successfully choose our professional career.
- Skills are the base for any career of your choice or during your academic life.
- Today will go through an analysis of the skills that we help my personal academic and professional career success.
- In *The study skills Handbook* Cottrell mention the purpose of learning Academic skills as:

Academic skills encompass the kinds of thinking, behaviours and methods typical of academic work and of study in higher education.
(Cottrell, 2019,pp 169)

SKILLS

What is a skill?

- Skill is the ability to do something well.
- Types of skills:
 - ❖ Adaptative Skills (Ad)
 - ❖ Academic Skills (Ac)
 - ❖ Transferable Skills (T)
 - ❖ Job-related skills (J)

SKILLS

Hard vs. Soft Skills

Hard Skills

- Learnable, Knowledge and qualifications.
 - ❖ Proficiency in a foreign language
 - ❖ A degree or certificate
 - ❖ Typing speed
 - ❖ Machine operation
 - ❖ Computer programming

Soft Skills

- Personal, interpersonal.
 - ❖ Communication
 - ❖ Flexibility
 - ❖ Leadership
 - ❖ Motivation
 - ❖ Patience
 - ❖ Persuasion
 - ❖ Problem solving abilities
 - ❖ Teamwork
 - ❖ Time management
 - ❖ Work ethic

Doyle(Jan 2020)

ACADEMIC SKILLS

- Academic skills are the ones that will learn to progress successfully at the level of higher education.
- Will help us to be responsible for our learning.
- Get experience to face the different difficulties and challenges as employees.
- On this module, we will find:
 - ❖ Academic writing and language
 - ❖ Note-taking
 - ❖ Referencing, paraphrasing and summarising
 - ❖ Report writing
 - ❖ Presentation and public speaking skills
 - ❖ Employability skills
 - ❖ CV writing
 - ❖ Reflective writing
 - ❖ Analytical and critical thinking

EMPLOYABILITY SKILLS

Employability

We talk about the skills you require to be suitable for the work or job you are applying to.

SKILLS

- Communication Skills
- Interpersonal Skills
- Personal Skills
- Numeracy Skills
- General Awareness

➤ Example:

My intended career is Operations in Logistic industry,

Skills that will need:

- Communication
- Team working
- Organised
- Multiple Numeracy skills (Budgeting, Data analysis)

<https://career-advice.jobs.ac.uk/career-development/employability-what-are-employers-looking-for/>

SWOT ANALYSIS

S

Strengths

- People skills
- Organised
- Kindness
- Humour
- Open mind
- Honesty

W

Weakness

- Patience
- Grammar
- Sensitive
- Focusing
- Leadership
- Asking for help

O

Opportunities

- Management and operations
- Team leadership
- Professional career progress
- Logistic industry opportunity
- Economic and personal life stability

T

Threats

- Covid-19
- Too many individuals on the same industry
- Fitting in the company
- Unskilled

PERSONAL DEVELOPMENT PLAN

PDP

- Is a plan to achieve and evaluate your goals

Goals

- Improve my Academic skills
- Focus on the next steps in my professional career(logistic Industry)
- Find professional stability

Evaluate progress

- Started Higher certificate Course
- I Analysed my strengths and weakness that I need to improve
- Constantly learning and researching on the career I want to aim

Create a plan

- Finishing My course
- Improve and work on my weak points
- Find a suitable job for the skills learned

REFERENCES

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Q & A