

Employability skill

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Employability skills are very important skills. These skills are qualities that allow you to prosper in professional life. These skills can be acquired through practice and they are present in a person naturally.

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Introduction

Employability skills

Employability skills are very important skills. These skills are qualities that allow you to prosper in professional life. These skills can be acquired through practice and they are present in a person naturally. It helps you be competent at your work or your business. Skills such as time management skills, note taking skills, written communication skills, finding information/researching skills, critical thinking skills, presentation skills, digital skills, team working skills, planning and organisation. In this report, i will discuss some of the employability skills i learned in this module and my reflection and experience learning them.

Time management skills

Time management skills are very important skills you need in both academic and professional life. It basically includes utilising your time in productive things and being efficient with it. Time management skills helps to be discipline with the work. It takes practice to get better it and there are number of things that are required when acquiring time management skills. First thing you need to do when you wanna get better at managing time is getting your things organised. If you're not organised and your work is disoriented, you cannot manage time. Its important that your documents, files and other important work material is in one place and so you do not waste time finding it. The second thing to do for managing time is prioritising your work, if you do not know what you will be doing first. It will make things harder and full of mess. Clear goals and prioritised work helps save time and achieve your goals in shorter period. When your goals are set, you just get onto them without getting distracted. Task can only be done if its pre planned and evaluated properly with managing time, its the most crucial part. Making a schedule before doing a task that can guide through out the work not only completed your work but saves a lot of time that can utilised for other things.

Good time managers need good amount of focus, its necessary that there are no distractions around you or anything that diverts your mind. Focus comes with stable mental health, a time

manager should know how to deal with stressors presented professionally or academically and taking all criticism and minor inconveniences in positive way. Practicing regular time management skills can help you get better at completing tasks for long term and helps you get successful in your career and also helps you excel in academic life.

Reflection:

In my reflection of experience of learning this module, I have learned time management skills and i have realised importance of these skills. I have become more productive and organised with my tasks and there are no pending work ever since i've acquired these skills. The four Ds of time management skills are very clear to me now (Do, Defer, Delegate and delete). I prioritise my tasks which falls in do category and complete them right away, i defer tasks which are not to be completed right away and delegate those which i am not able to do and finally delete the ones that are unnecessary. This helps me stay stress free and more focused.

Note taking skills

Noting taking are employability skills that are again used in both professionally and academically. It is basically way of summarising important key concepts and retaining most of them in verbal lecture or meeting. It can be face to face lectures, phone conversations or online meetings. It is impossible to remember all the things said in a lecture or meeting no matter how good memory you have, so to remember all the necessary details in concise manner you need notes. Although, notes should not be written randomly and there needs to be effective note taking skills for it. Notes also include questions you want to ask in the end of a meeting or lecture. It clears your concepts and increase your listening capabilities. Note taking skills require to be organised and clean with your work. You need to have proper tools with you for taking notes and they should be written in order and in clean manner.

Some steps to effective gain note taking skills

- Pre understanding of lecture or meeting so it's cleared what will you learn and takes notes about
- Before writing a point, think if its worthy to write and retain

- Do not write all details and all the words that are being said in the meeting and lecture
 - One thing about writing notes that will help you get gist of it most is writing it in your words and style
 - Use concise way of written communication skills and summarise your text
 - Make your notes colourful by using diagrams, highlighter and underlines
 - Review your notes after meeting and lecture has been completed
 - Share them with colleagues to understand things better
- Recommended method for writing notes

The Cornell method

The Cornell method is a very easy and operative method to write notes. It includes two important areas within a page; Recall area and summary area and rest of the page is for usual notes you're going to write about your class.

Try to write keywords and abbreviations in recall area. Use summary area to concisely explain which will help review information in future. Recall area can be used to test your memory and retention of what you have gained after the class.

Other methods of note taking

- 1- Mind mapping
- 2- The linear method
- 3- Charting

Reflection:

In reflection of my experience, I have good grip on my note taking skills now and they have helped me retain most of the information in this module. These skills have my academic performance better and my notes keep getting better each day with practice. I use Cornell method when writing notes, they have made my recalling memory better.

Written communication skills

Effective written communication skills are very important in professional and academic life. When you can deliver your work in good writing, you get reader's attention and get your points cleared for the other person. Getting someone else understand your perspective is very necessary and hard at the same time.

For that you need competent written communication skills. Your written text should be full of qualities. Spoken communication does not last but written communication does, so its important it contains less errors because it can be read again. A good writer should connect with their readers and inspire them.

There are Five Cs included in written communication

- 1- Connection- There should be connection between your reader and your written text. It develops better understanding and your point of view is delivered more effectively
- 2- Clarity- Your written communication method should be cleared and easy. Its crucial that its understandable for everyone
- 3- Cause- Every text written has purpose behind it and that purpose should be delivered to audience in clear manner
- 4- Conciseness-Adding irrelevant information to text does not make it look good and effective, its important to keep it concise
- 5- Correctness-There should correct tone, language and grammatical error free text

Tips for better written communication skills

Clear purpose- Effective written communication needs to have straight goals and terms and it should be delivered in that way

Correct tone- Tone depends on the department you are writing for. If you are in professional setting tone should be formal and if you are writing other audience, you can use informal tone of writing

Appropriate language- Language your text is written in should be simple and appropriate. It should be easier for everyone to understand

Active voice-Active voice is another good tip for effective communication skills, using active voice will resonate more with readers.

Right format and audience- Formate should be correct. If its email, formal letter, memorandum or application essay, your formate should always be correct and always keep your audience in mind.

Effective style of composition- Sometimes people have good written communication in mind but they are not able to compose it effectively. Its important that you keep practicing for better composition.

Proofreading- Always have someone proofread your work for you, it will help you identify errors

Reflection:

In reflection of my experience, this module has taught me effective written communication skills. I started by practicing and writing text for myself and learned different formats and tones of written communication. Now i have good grip over what i want to present and communicate in written manner.

Team working skills

When you work in a professional setup or you're studying in academic institutes, there will come events when you will have to collaborate with others such as in group projects, team meetings, group studies etc. Team working skills are very important in every setup of your life. A survey conducted that as technology has advanced, companies and organisations are having more collaborated tasks (National association of colleges and employers).

To get better at collaborating with your coworkers in professional life, its important you start practicing teamwork in college life. Doing group work such as assignments or presentations is very important for your academic excellence.

According to a research, 70% of organisations are reluctant on building teamwork in their setup to improve customer services, product services and productivity (Zety).

Here are some things to focus on while building team working skills:

1- Communication: When you're collaborating with your colleagues, first thing you need to do is effectively communicate with them. If there is no open communication, no work will be done competently.

2-Conflict resolution: Its clear when you are in a team, there are so many different kinds of people with different opinions. There will be differenced between you and others, so conflict resolution approach is important to acquire.

3- Problem solving approach: A group project needs people with good problem solving approach and skills, therefore team working depend on it for effective work and timeliness delivery of the work

4- Effective decision making: Team needs set of decisions from deciding how to do the task to executing it, decisions should be made with clear opinions and effective approach

5- Influencing traits: You need to have influencing traits for teamwork. If you want your opinion to be presented and implied in the group, influencing traits are required

6- Respectfulness and tolerance: To avoid conflicts and lack of trust, team members should always respect each other and have sense of tolerance for differences. If you have respect, trust will also be developed and team will always stay on good terms

Reflection:

In reflection of my experience, I have understood the importance of team working skills in academic and professional life. There needs to be set of traits acquired to get better at team working.

Conclusion:

In conclusion, Employability skills are set of necessary skills that every person should practice in order to get successful in their career. Employability skills mean skills you need to become employable. Important skills such as time management skills are very important, it includes organising, managing your time and spending it productively. Skills such as note taking skills become your hack into academic and professional life to retain most of the information. Cornell method is the most effective method for team working skills. Written communication skills matter a lot for your academic and professional career. Good written communication includes 5 Cs and some useful tips to keep practicing it for better results. Team working skills are collaborating skills that needs to be acquired in order to work perfectly as a team member for group projects and assignments, traits such as influencing traits, decision making, problem solving, respectfulness and tolerance are needed for team working skills. All of these skills need constant practice and focus to get better at them.

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