

Academic And **Employability Skills**

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Introduction

The employability skills is defined as the kind of skills and capabilities required by an individual in order to be successful at the workplace, also it is the kind of skills required in order get the desired job at the desired place. There are number of skills present that can be attained by an individual in order to be successful in their career path effectively. Skills are the ability of an individual which plays an essential role in motivating them towards achieving desired goals and objectives. This report helps in highlighting the reflection of the learning learned from this module effectively.

Task 1

(Ppt)

Task 2

This module helped me to enhance my skills and learning effectively, while doing this module I have learned regarding various things effectively also about various topic covered in this module also. This module helped me to enhance my learning experience and also enhance my skills which will help me in attaining future goals and objectives and also in the future career development. The topic learned during this module has played an essential role in my overall enhancement also, the major topic learned during this module includes time management skills, academic writing , paraphrasing and summarising. Learning about these skills will helps me in the long run and will also help in my career path, I have analysed that these learning will help me in my enhancing my overall development also. In order to effectively reflect on my learning the Gibbs Model of reflection will be taken into consideration which is highlighted below:

Gibbs Model: The Gibbs reflective model is one of the essential model developed by Graham Gibbs in 1988 which allows the individual to effectively reflect on the incidents. This helps the individual to effectively reflect on their learning, also allowing the individual to provide proper structure of the learning of an individual for the experience. It is also involves the framework in order to analyse the learning of the individual through out the process and how it can be effective for them in the further

process. This includes mainly 6 stages in order to analyse the experience of the person. In order to analyse the learning experience for this module Six stages are highlighted below:

Description: Doing this module helped me to learn certain topic which automatically lead to enhancing my overall skills and capabilities. While doing this module I have learned about certain topic which includes time management skills, academic writing , paraphrasing and summarising. Learning about the time management will help me to effectively manage my time and also divide it according to the priority basis. While doing this module I have analysed that it is very essential to have a strong academic writing skills so as to write the things more effectively, making other to understand it more easily and effectively. This module also helped me to enhance my paraphrasing and summarising skills which are very essential in order to understand how to make perfect paragraph including all the necessary and required information avoiding any kind of irrelevant information. While doing this module I had knowledge regarding the time management but I had no idea that it will play such an important role in achieving desired goals and objectives. Learning these topic will helps me in my future growth and success also and I have also analysed that it will also lead to enhancing my future career path also, this module has also helped me to enhance my overall performance in order term of enhancing my own capabilities and talents.

Feelings: The feeling are described as the thought that an individual experience during the event or before the event which lead them towards enhancing their learning. In case of this module, while doing this module I was quite happy that I got chance to learn new things and also enhance my further skills and learning. While doing this module I think that the more emphasis was given on the paraphrasing and summarising rather than focus more on the academic writing and time management skills. I thought that the module will be finished on time but having less focus on the time management lead to finishing it a little late. This module helped me to enhance my time management skills which is very essential to manage and divide the time effectively, also helped me to learn about the importance of the academic writing in order to effectively write the module using all the necessary information, I have analysed that learning these topics will help me in my career development and will also in enhancing my overall

development also as these skills plays an essential role in overall growth and development of an individual. I feel that this module has given me a chance to enhance my skills and also to grow in certain areas such before I had an ideas about these topic but after doing this module I got change to learn about these topic and also about their importance in detail. Learning about these topic through this module was a great chance for me to enhance my overall learning and skills which will be helpful in the future career development.

Evaluation: The another stage of this evaluation, it is the process of analysing the thing and activities carried out during the process effectively, it helps in analysing the things and process well. During the module I have evaluated that this module helped me to learn about certain topic such as time management, academic writing, summarising and paraphrasing which will lead to enhancing my overall growth and performance also. I have analysed that time management skill will help me to manage and divide my time more effectively which will lead to completing my work on time, additionally the academic writing skills will help me to effectively write things making the readers understand my point effectively. I have also analysed that the summarising will help me to summarising the whole topic into small topic including relevant information avoiding any kind of irrelevant information making it easy for the reader understand my point more effectively. For a college student it is very essential to have knowledge regarding this topics in order to be successful and develop themselves in their academic career. After learning about these topic I have evaluated that it is very essential to have certain knowledge regarding these areas as these helps in the overall growth and development of an individual. Having the time management skills helped me to complete my work on time and also manager it effectively. In addition this while doing this module I have also learned about paraphrasing which is very essential in order to express one's ideas and thoughts in more precise, clear and effective way making other to easily understand your ideas and information, it is also evaluated that it also helps an individual to present their ideas and information more clearly and effectively. In overall sense this has helped in enhancing my overall learning about the topic mentioned.

Analysis: Another stage is the analysis, this stage helps in analysing the process in detailed and outcome that can be extracted from the process is also analysed, it is

analysed that this module helped me to enhance my learning in the area such as time management, academic writing, summarising and paraphrasing, after completing module I have analysed that my learning about the certain topics will help me in enhancing my growth and development for the future career path. While doing this module I have analysed that the more focus was given on paraphrasing and summarising rather than focusing on the time management and academic writing skills of an individual, this skills are also essential but not having more focus on the time management skills lead to not able to complete the task on time effectively and efficiently. In addition to this I have also analysed that having effectively learning about the topic such as time management will help in managing and dividing the time more effectively and also completing the task on time additionally this will also help in my future career development through achieving desired goals and objectives and also managing the future task, additionally having proper knowledge of the paraphrasing will also help in expressing my ideas and thoughts more clearly and precisely making other understand the though I want to convey without any problem and misunderstanding. Also summarising also helps in effectively summering the whole topic in a short summary including ll the relevant information and avoiding all the irreverent information so that the readers can easily understand the topic more effectively. But not having proper learning of these topic will lead to influencing the performance of the individual and also influencing their career path, it will also lead to influencing the future goals and objectives of the individual in their career path. I have analysed that it is essential to have these learning in order to grow and develop myself continuously.

Conclusion: This stage helps in concluding the whole experience of an individual in more detailed and summarised way. This includes the detailed analysis of the things learned and what further changes can be taken into consideration in order to further improve. This module helped me to learn about the topics such as time management skills which is very essential in order to manage and divide the time more effectively and also achieve the targets on time. I have also learned about the academic writing which will helps offering a clear and structured written document including effective facts and figures making it easy for the readers to understand their writing, the main purpose of the academic writing is to offer readers with clear and precise material

which will make them understand the reading material more effectively. In addition to this this module also helped me to learn about paraphrasing and summarising, the paraphrasing helps in offering relevant and clear material to the readers making it easy for them to get clear idea of the topic additionally summarising helps in summarising the whole topic in more effectively through including the most relevant information out of the whole topic, this learning will help in the future career development and also enhancing the overall future career performance, it is analysed that in order to continuously grow and develop myself learning only these topic is not only essential. In order to develop my self I will have to enhance my skills in further areas also such as I have to also learn about the interpersonal skills and also about the cv writing which will help in my future career development , it is also concluded that in order to continue to grow and develop in the competitive market it is very essential for the individual to continuously enhance their skills.

Action Plan: The last stage is the Action plan, it includes the detailed analyses of the steps that needs to be considered by the individual in order to further enhance their skills required for their further enhancement, in this module in order to further develop their skills I will considered various sources available such as in order to enhance my interpersonal skills I will read various books on development of the interpersonal skills and also to enhance my cv writing skills I will considered the various reading sources available and also the taking advice my the experts, in order to further develop my skills the personal; development plan will be taken into consideration which will effectively help in analysing the resources required to enhance my skills and actions that can be taken into consideration and also the time-frame within which it will be achieved effectively.

Conclusion

From the above discussion it has been concluded that employability skills plays an very essential role in enhancing the overall performance of the individual and also enhancing their chance to get the desired job in the job market market, there are number of employability skills present that can be taken into consideration by the individual in order to enhance their capability. This report helps in analysing the learning done from the module effectively.

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