

Student Name: Stefan Sorin Costache

Student ID: 1917417

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Teacher Name: Joanna Waish

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Academic and Employability Skills

Introduction

The main reason why everyone is advised to attend school and attain good grades in skills is so that they can gain the relevant skills when it comes to working and choosing their careers.

Schools and learning institutions are tasked with equipping their learners with academic skills that are essential in the preparation of their future careers (Eve and Magi, 2017). It is through the skills that graduates from different learning institutions around the world are considered ready to be employed and implement the skills they have already learnt in schools to be a real life activities. During the learning process students encounter a lot of challenges along the way and only a few of the certified graduates can implement the skills they have learned with minimum supervision. Most of them require extra training in order to perform their job tasks since in most learning institutions only the theoretical part of employability skills is instilled in them and a little of the practical part (Brown et al, 2018). Students mostly encounter the practical part during industrial attachments which are offered for very short period of time during their time of learning. Different companies hire employees with different skills and levels of education depending on the position they want to fill.

The main academic skills that learners are encouraged to poses are;

Time management

Considering that there are only 168 hours in a week, one must learn how to effectively balance between the time used for learning, working, leisure time and also ensuring that they have

enough hours of sleep. Time management is an essential skill to everyone and an imbalance on one activity will result in failure to perform other important duties. Time management is applied in all areas from when one is in school, at work or having some family time. All these activities need to be balanced and ensure that one activity does not take more time than others (Eve and Magi, 2017).

Reading and understanding of information

Reading and understanding of information is an essential skill and it is required in passing of information from one person to another. The involved parties must be able to understand the language that is being spoken and therefore they can successfully interpret the message being passed and perform the tasks they are asked to (Baker et al, 2016).

Note taking

During learning students have to make notes on specific points because lecturers have a main point of learning that is accompanied by examples on how to solve quizzes. Through note taking students acquire the necessary skills to highlight major points in discussions (Baker et al, 2016).

Essay writing skills

Students have to understand the difference between essays and business reports. The only way to know the difference between the two is by learning what each of them entails. However, different learning institutions have different ways of writing essays and therefore the knowledge of students on essays differs from one institution to another (Brown et al, 2018).

Research skills

During the first year of learning most learners do not know how to research and write academic essays. During their learning period they are advised on how to research and write their reports and which sources of information are acceptable and which ones are not (Engels et al, 2019).

Taking of exams

From time to time learners are tested on the skills and knowledge they possess regarding what they have been taught in classes. This acts as a measure of the areas that the students need to improve on and the ones that they have perfected. Lecturers also believe that the constant examinations by regularly twisting questions learners are equipped with skills to solve real life problems that may arise in the future (Eve and Magi, 2017).

Employability skills

They are various skills that anyone looking to be employed in an institution or a company has to process. Examples of these skills are;

Problem solving skill

Each employer looks to employ an employee with a high skill in problem solving, one that does not ask even the simplest of questions regarding a challenge they might encounter during their activity performance. Employees that poses good problem solving skills come make the right decisions regarding how business is ran in the organization (Felea and Stanca, 2018). These employees can also be left to run the company when the management is busy performing other important tasks regarding the running of the organization. As a result employees with good

problem solving skills will thrive in the organization for a longer period of time. In order for employees to improve on their problem-solving skills they can adapt one of the following methods; never giving up when they face challenges and also be ready to try new methods to solve their current challenges, helping their fellow employees to solve the problems they might be having at work, being ready to learn new methods of organization development, asking around how fellow employees who faced similar challenges in the organization solved them, trying to fix things at home using online tutorials and finally by joining online communities and forums where they can exchange their opinions (Felea and Stanca, 2018).

Communication skills

Professional employees should be able to communicate effectively with each other or the company's customers. In order to have good communication skills one has to be able to listen, come up with solutions and act accordingly to the information passed (Gill, 2018). However, not all employees can communicate effectively with other people. They can improve their communication skills by trying to write clear and precise emails, by practicing to write long forms or blog posts, preparing and presenting work related presentations to fellow employees before presenting them to the management, ensuring that they are more involved in community and club functions and finally by improving on their body language skills.

Adaptation to change

In this era everything surrounding companies is changing drastically. A good employee should be able to adapt to change at any given point in order to fit in the current dynamic working environment (Gill, 2018). Changes are starting from technology, how companies are run and the

roles that employees play in an organization. Business models and the emergence of new competitions require employees who are willing to learn new methods of management and also try methods that are yet to be implemented by other companies or organizations. Problems arising from adaptability skills can be solved by individually setting challenges and this can be achieved by learning new skills or getting a new hobby to learn. One can also request new responsibilities at their work place as a way of improving their adaptability skills (Gill, 2018).

Time management

Employers want employees who can effectively plan their time and those that will have no problem in delivering quality results. Bad time management results in an imbalance in work-life and this may lead to professional and personal life related problems. One can improve on time management by applying time management tools such as ensuring that they tidy up their workspace before leaving for home, minimizing the time taken by distractions when at work, by applying the time management techniques such as the Pomodoro technique, having enough sleep and going for walks regularly (Denise, 2016).

Technology use

Technology keeps on changing frequently or when the management employees a new organizational culture (Felea and Stanca, 2018). In order to be an employee of a company for a long period of time then one has to be able to adapt to technological changes that may be implemented in an organization. In almost all sectors of employment, technology has taken roots

and it is impossible to find employment when one does not possess any technological knowledge. Maintaining a good technological knowhow can be achieved through reading of technology related articles and magazines, reading of online tutorials such as those found on YouTube and enrolling in technology related online classes (Felea and Stanca, 2018).

Team work

Most companies encourage their workers to work as a team in attaining the company's objectives. However, not all employees have a good record of working as a team and they feel that they perform better as individuals. Employees with lower team work input can improve by volunteering, by joining a sports team or by being active members when they are working on projects that they have been assigned to by the management (Felea and Stanca, 2018).

Information Use

In this era information is treated as a new currency and a single piece of information can either destroy or build an organization. Employers will always look for people who are able to obtain the right information from any medium, organize the information in an understandable one, analyze and draw the right conclusions and also pass the information to other people. Employees can improve on information use by taking online tests, learning Google analytic and other related software and taking free online verbal tests (Denise, 2016) (Gill, 2018).

SWOT Analysis

My personal SWOT analysis for my performances will be;

My first step personal in personal analysis is to identify the goals I want to attain in future. The goals will be to achieve the best grades and land a good job in future. The next step is identifying my personal strengths since they will help me in attaining my set goals. My personal strengths are in academics and while my weaknesses are in public speaking. I will then identify the opportunities that are open for me in order to achieve my targets. Some of these opportunities could be available at the work place or opportunities open in the institution. The next step is the identification and analysis of possible threats that may hinder me from achieving the set goals. The threats possible may be demanding friends who want to hang out frequently or co-curricular activities from the institution's management. The final step involves reviewing and prioritization of the goals. There are goals that have to be met before the main objectives are attained. In this case I will prioritize to clear my studies first before looking for employment. After employment, then I will work hard to become an assistant manager of the company where I will have landed employment (Kumar, 2019).

The layout for my personal development plan is;

To be developed	Expected Goal	Actions that I Will Take	Success Criteria	Application	Deadline
Public speaking skills	Overcome the fear of talking to a group of people.	Training at the institution.	Be able to speak confidently in front of people.	For presentations and reporting purposes.	31/8/2020

		Practicing with relatives.			
Language	Be able to speak fluent English with no stammering.	Study at school and practice by speaking to fellow students.	Being moderate in English speaking and interpretation.	To perform and understand basic expressions of communication.	31/7/2020
Job position	Assistant supervisor	Working harder. Pleasing the boss. Improving on other skills.	Being promoted to be the assistant manager.	More authority and responsibilities. Good benefits and recognitions.	31/12/2020
Studying time	Increasing my study time to at least 30 hours per week.	Keep track of how many hours I have been studying. Increase more study	Make sure that I study at least 30 hours per week.	Good grades Better chances of landing a good employment. Recognition from relatives.	31/5/2020

		time as much as possible.			
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Conclusion

Learning of new skills to help us cope up with our daily life challenges never stops. Learning starts when we attend our first classes at a tender age and continues for the rest of our lives. Through the constant examinations that we encounter in learning institutions we learn different ways on how we can solve our daily challenges. The skills learnt in class are essential to us when we are all grown up and looking for employment to help clear our bills. However, if one is not keen to the drastic changes that happen in the employment sector they might find themselves unemployed and unable to find employment. It is advisable that from time to time to we check the changes that have been happening around our place of work or learning institutions. Once an employee is open to adapt to changes then there is a high probability that they will make the best employees and will not lose their jobs when the company feels the need to cut off some workers.

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