

Academic And Employability Skills

Introduction

This report shares the idea of academic and employability skills that people have or need to improve. All those skills that help an individual to gain employment and become successful concerning their selected occupation are considered as employability skills. Communication is. By developing certain skills makes a path towards success in professional life. The skills that this report it will be focus on will be: Team Working, Communication, and Time Management.

Team Working

A group of people, working together and putting all their efforts according to their skills is referred as team working: this is an universal truth that every individual has its skills mostly different from others. Team work is possible when all individuals working together are willing to achieve the same goal. It is an essential part of academic and employability skills. Whether it is an assignment given by a mentor or a project provided by a chief, working with a team on it makes easier to achieve it more efficiently (UNITAR e-Journal, 2008).

Team working is not just about working together: it also includes good communication, motivating others, helping the other person that is stuck somewhere, understanding each other, respecting each other's opinions and patience of listening the other person. Teamwork helps to complete different tasks at the right time. In any situation, is necessary for the workers to achieve their best keeping their conflicts out of the way. Teamwork builds trust among the co-workers, and the strong relationship takes place eventually among them (M Russell, 2012). According to my nature it's not easy to adopt team working habit. So it's one of the skills that I start to improve to get better results on my work. The first improvement that I need to focus on was the understanding. Focus on aims and understanding others perspectives in the main function which makes the team strong and reliable. Focus does not introduce to think about goal all the time: it introduces the focusing for the solution to achieve the aim. It helps a person to come out with new ideas and opinions. Working with a team comes up with maximum output in a minimum time and less effort. Sharing your positive moods with co-workers enthusiasts them.

Enthusiasm is a key to efficient work in a modest time (J Lewin-London: Edge Foundation, 2011). The skills that I improve in myself are an understanding, focus on, listening and communicating to work in a team for better results. Team work does not mean only work together on projects after projects: it also means to work in a friendly environment. So, building a friendly environment, it is also essential to share good and bad feelings related to work. Celebrating achievements and motivating for more efficient work helps to build a friendly

and enjoyable environment. Day by day improvements help to achieve academic and employability skills which are essential for professional life (Zinser, 2003). I am still working on these improvements to achieve my aims efficiently and avoid difficulties in my occupation. Team working has been a major source of resolution of conflicts.

Communication

Communication is a function of academic and employability skills and it is also a subfunction of team working. Communication is an act of delivering information for the purpose of creating an understanding. It is a process of building a relationship of interaction and collaboration among a number of individuals. Effective communication requires all components of a communication interworking perfectly for shared meaning. It is of particular importance when questions are asked and answered. For human resources to customer service, bad questions pollute nearly every work place. Bad questions often prompt incomplete or misleading answers and can undermine rapport. On the other hand, good questions are a valuable tool of efficiency, competence, and rapport building. Not only is proper communication key to company success, but the lack of it is detrimental. Good communication in the workplace can develop positive relationships, break down obstacles and bring people together. On the contrary, when there is no communication at work the employee disengagement is very high. Communication should never be solely top-down, or only one way. Regardless of the means through which you are communicating, always solicit the others to share their opinion and offer feedback, and get involved in a discussion. Part of communication is human interaction. Communication does not refer to talk; it refers to transfer or share information very clearly in an understandable way (Nelson, 2000). Communication involves politeness and creativity. Communication is the easiest way to face the conflicts. When the members of a group communicate with each other clearly, they eventually achieve their goals. The more a company achieves goals, the more it is successful. It means the active and motivated staff is the key to the success of the organisation.

Communication makes it easier to understand and solve problems. It is not necessary that if we are unable to find the solution to any difficulty, then there is no solution to it. Other people can often help in such a situation so, communicating about it helps to solve the problem (EM Griffin-2006).

Communication plays a significant role in academic and employability skills. It helps to generate teamwork and motivate others. Sharing information through the process of communication means to perform any activity in a group or team (J DeVito-2007). Communication must be pleasant and with intention of building a good relationship and trust among group members. Conversation can be informal, but communication within the organisation must be formal. To improve my communication skills, I began to take part in the discussion and started trying to share my opinions.

Asking questions related to the discussions helps to understand the aim more clearly. Communication can be more effective if it is understood according to others' point of view. Communication is the basic requirement for any employment. It is one of the foremost functions of employability skills. Companies always seek for employees with good

communication skills as the key become an important asset to them (RL Birdwhistell-2010). Employers with good communication skills encourage the team members, and their team stays active and positive. Good communication keeps the team active and motivated. It becomes easier for them to achieve the goals efficiently. Like in the academy it is necessary to communicate with the mentor to clear misconceptions and acknowledge the concept of instructions. A good communication always includes the tone of a mentor and words of an encourager. Without communication, collaboration with the team is not possible. Effective output and productivity will remain deficient. (P Viswanath-2005).

Improvements like taking part in the discussions, listening and asking questions to simplify things improve communication skills. Sharing information in details helps to increase the communication power. It all describes that communication plays a vital role in employability skills and academic skills as well.

Time Management

The division of time among provided tasks through planning and organizing is called time management (J Cao-2007). Managing activities. Managing activities according to the time is an essential part of time management. Good time management enables workers to put smarter efforts than hard work (Mosby Elsevier, 2009). The work is done in less time with help of time management even if the schedule and given time are stiff. If a group does not manage time on specific task, it damages the achievement of goals and efficiency of work. It maximises the output from the efforts of the group members. Taking advantage of time management function helps to improve the productivity and reputation as well. In the perspective of the academic skills time management during an exam helps to complete the exam within the given time or less. Mentors are always satisfied with students with good planning and organizing skills. According to employability skills, a company always seeks for the workers with good time management skills as it benefits the company, it builds productivity. Time management is also beneficial for the workers reputation as well. A person who manages time completes the given task in less time and with more efficiency. I always been a good at managing time, but still, I made some improvements myself (PM Wright-2006).

Time management includes some steps such as: making a list, avoid multi-tasking, setting deadlines etc. Making a list of things to do is an essential part in managing time. It helps a person to remember what the works to be done are and the time each work will take. Moving step by step on the work is a good idea (Shuker-2002). Multi-tasking can divert the mind of a person and the efforts as well. So, moving step by step towards a goal is healthier than trying to do all work at the same time (Lerner-Sleep, 2008). People often think that delegation shows them weak but the truth is that only sensible people know the right use of delegation and its meaning. Taking the responsibility of work beyond control is not a sign of a smart person. People often think that it shows the hard working or maintain their reputation but the truth is opposite to it. Due the lack of control over things, retaining responsibilities affect the work harshly as it takes it to the

inefficiency and often delays. Time management proves to be main function of employability skills. There is nothing important than efficient work on time (Birgisson-Colorectal, 2015).

Conclusion

The above-discussed points in the report shed light on the importance of academic and employment skills. It also helps to acknowledge the improvements that can enhance these two skills. Team working makes the work easier: communication clears that how a goal can be achieved and time management helps to achieve a goal on time before. The team working, communication, and time management are proved to be an essence of academic and employability skills. Without having command of these three functions, a person may face many difficulties in postgraduate studies or good employment. Working with a team helps to achieve goals if the team communicates properly and if the time management is always taken into account. In the current generation, postgraduate degrees open doors of a good start of employment but the degree is after all not everything. Specialisation in any particular work is also required, but both the objectives cannot work alone.

The combination of both the objectives is necessary for good start. Putting all the functions in such a way that attracts the employers is a work of creativity. Communication with the team and working with them taking into account time management makes a person successful in achieving goals whether at academics or workplace. The types of team takes an organisation on higher level so they become an important asset to an organisation. Therefore, the organisation takes care of their demands and sticks with them. I made many changes in myself to improve my skills and they came out with great results. I am looking towards further improvements to make myself an efficient and elegant worker. Improvements in a professional person necessary. It leads a person to success and respect. Academic skills and employability skills cannot work without the functions which are elaborated above. These skills are hard to get without willingness though to stick with good employment it is necessary to learn these skills in academic life and implement them for employment. Respect and success will become a part of life eventually.

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