

University of Wales Trinity Saint David

Academic and Employability Skills

Term 1 Assignment

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Introduction

Throughout the course of this module, I have managed to learn, understand and deepen various topics that have allowed me to develop various skills that have been very useful to me and that I have put into practice in various fields either in my day to day as in the work field of my routine and social environment. Likewise, there have been many topics that we have dealt with during the course of these two terms, but in the development of this report I will only deepen and analyze in a little more detail five of all these, which will be titled and explained individually as work unfolds.

Now, returning to the main topic of this report, I want to start by mentioning the first of all these topics and that in my opinion is one of the most important and that the vast majority, if not all, students, workers or any member of some Work or social group should implement or at least take into account when embarking on a path of professional, academic or daily life, this topic is:

The organization in the study.

This subject can be developed in many ways and there are a wide variety of strategies, tips, guides, recommendations and ways in which anyone can organize their study or rather their study method to feel in the most comfortable way when performing Your activities. In my case, I am going to focus on three key pillars that we review during the classes and that in my opinion are very good guiding keys to be able to personalize the organization of each individual as much as possible. The first of these is:

Time Management:

When talking about time management, there are many factors that we can take into account, in many cases the most frequent and that usually occupies more of this study time, is work or rest, whether the latter After work or after an academic day, for some type of extracurricular activity or hobby, whatever the reason, maintaining a distribution of all these activities is essential for the development of an efficient study, and in a very simple but easy way. its very effective time to solve this is by creating a schedule, this will help and serve as a guide to be able to distribute all the time we have available or rather, all the time we have decided to dedicate to the study.

In my case, this has helped me a lot since I have applied and continue to apply this method as my main way to manage my time in all my activities, which has allowed me to avoid an overload of work, thus being able to comply with all my tasks efficiently and always with enough time to develop it in the best way.

Organize the work and study space and Maintain an organization of the materials and resources that we have available

Continuing with the rest of the key points, the second and third guide for this topic, I am going to explain them together since they focus on the organization of the space where the study takes place or the space where all work and work activities are carried out. the resources that are used during this period of time. And it is that this, although it seems somewhat irrelevant, is of the utmost importance to be able to maintain a line or a guide at the time of carrying out any type of academic or professional activity, since maintaining an orderly and clean work area speeds up the processes of Any diligence, in the sense that by keeping everything organized and orderly, you will know where to find all the materials and resources you need for each occasion, speeding up the process and saving a lot of time that could have been lost in looking for certain work implements or deciding which one to use.



Now with respect to the second topic that in my opinion is one of the most important and that I have put more into practice at a professional level, it is:

Analysis of our own Employability Skills

Throughout the explanation, development and observation of this topic, we had the objective of searching in our qualities and aptitudes of all kinds those that could be useful or very important when joining the work and academic world, and that will define to a great extent the level of benefits that we could contribute to the project, work group, job position or any other type of activity in which we find ourselves.

In the first place, before proceeding with the analysis of our abilities, we had to highlight what these abilities were, and to achieve this we carried out different types of exercises that helped us to define them, among these we have a SWOT Analysis, in this exercise the objective is identify different aspects of four different areas of our abilities, which are divided into:

Strengths

In this phase, the strengths that we think we have in the work or academic field must be identified, in my case I was able to identify that they are quite focused on social aspects, such as good communication within a work group, I am charismatic, and in general I always get along very well with everyone around me or with whom I have contact, also has always been very respectful and I transmit an air of confidence towards others.

Weaknesses

During the development of this phase, the objective is to identify which are the weaknesses that we believe can harm us when dealing with any work or academic matter, in my case my weaknesses are similarly related to a social sphere, but towards the public, that is, I am very shy when speaking in front of many unknown people or towards a group of which I have no confidence.

Opportunities

Next, the next phase to develop is to identify what our opportunities are, that is, what are the faculties or abilities that can provide us with opportunities in any field that I have already mentioned above, and in this aspect the opportunities that I have are many, the ones that I can highlight the most is that thanks to this course I am acquiring a lot of useful knowledge at the time of entering the work environment within any company, as well as when having social contact. It should also be noted that the business field in our current time is very strong and has many options to succeed either as an employee or as a manager, creator of a company.

Threats

In the last phase of the activity, there is the identification of threats, these basically refer to the factors that could lead us to not being able to achieve any of our objectives, and the most important threats to highlight in my opinion are basically the competition for employment that exists and has always existed, either with other people or companies, as well as some type of crisis at the national, global level or some pandemic incident such as the one we currently live.

Cv writting

Next, I will proceed with the development of the next topic to be discussed, which was a fairly short one but which in my opinion is a key step when presenting yourself in front of a professional opportunity, and that is that the CV or Curriculum Vitae is one of the documents that the vast majority of students strive to improve through their academic achievements, studies, and awards. And it is that this document does not serve only as a sample of our effort during our career, but it is also the letter of presentation on our part for all the rest of the professionals, companies or organizations, it is our distinctive from the rest of the graduates and that, generally, it is what decides who will win the job.

But because this document has this importance, that is why its writing has to be kept under an adequate structure, with a clear and orderly wording, also locating all relevant topics in an optimal way for the reading of the reader left alone the most relevant information and data. And to facilitate this, we were presented with four headings that should always appear, which are:

- The Profile: Here you can develop a short or summary introduction about us.
- The Core skills: Within this section, you can show all the trades to which you can contribute your level of knowledge and experience, including of course also any previous work in which you have participated.
- Career history: In this section of the CV is where all or the most relevant learning points that we have learned throughout our academic career are briefly explained, from the culmination of university to everything learned in postgraduate, master's or doctorates, it is to say that it basically includes, as the name implies, our entire history of studies, but always summarized in key points.
- Education / qualifications / technical skills: Last but not least, we have the section on education, qualifications and technical skills, a section in which we must list, always trying to use keywords and short ideas, all levels of education for which We have taken additional course titles, awards that we may have received, all accompanied by the respective completion dates of each level or course.

Once all the previous points have been explained, I will begin with the last topic of this report, which at both an academic and professional level maintains a very constant importance throughout our journey, but from my point of view, this topic has been in my A very useful case as well, and it is that throughout our career the fact of holding talks, exhibitions and giving talks either in groups or alone to my colleagues in both my career and my work environment is always there, and that is why the Knowing how to carry out these presentations and talks is extremely valuable, and then I will begin with the explanation and analysis of the subject.

Public Speaking and giving presentations

When talking about any exhibition or public talk, the first obstacle that a great majority must be able to overcome is the nerves and anxiety that is generated before and during the presentation or talk, but to overcome these inconveniences there are different recommendations that I personally always follow when I feel nervous or stage fright and that have been of great benefit to me throughout my academic career and in turn in the job opportunities that I have had to give an exhibition.

To begin, first of all, it is always very useful to prepare a small list of phrases or keywords that help us link one idea with another and avoid losing the thread of our presentation. Next, before starting the talk or presentation, it is recommended to pay close attention to all the public present and analyze them a little to get used to their presence and have them face to face, then a very good method that I personally use is to observe a fixed point at the back of the room where we are presenting or exposing, this if we want to avoid eye contact very often and avoid nerves or panic as much as possible, and finally a point that is well known but never overstates and is to practice presentation before doing it as much as possible and knowing our subject almost perfectly to be able to answer any questions that may arise from the public.

Conclusion

To conclude with this report, I want to mention that everything I have learned in this module has been topics and theory of great value and very useful in any aspect or field, whether academic, professional or simply at the time of conversations with other people, colleagues or friends, all the knowledge that you acquired in this module will be of great importance to me to continue developing my useful skills for work which will once open many doors for me with opportunities for great jobs and people as well.

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