

Academic and Employability Skills

University of Wales

Trinity Saint David

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INTRODUCTION

Studying at university has been a challenge for me, and everything I have learned in this module has greatly improved my knowledge. We talked about important topics that can be used for personal or professional development.

This report is about a personal reflect learning in this module - Academic and Employability Skills. I will discuss topics learned during the term and how helpful they are and also how useful they are for my future Carrer. I have choose three topics to talk about, they are time management / Organizing study, cv writing and online learning experience.

Time management

Time management is one of the most important skill for a student live is allows us to organize our day and be able to use our hour productively. The way I organize my time is writing in my notebook all my duties from the morning till night and it's helping so much this way I can always prioritizing the most important task for the day and also it allows me to be strategic and be successful in all my decision and solving my problems or duties from de university or from my work place.

Time management it's an escape for me to have some free moments for my hobbies. Due to my good time management, I have off days that I can use it for my personal life doing music and other hobbies.

The benefice of the time management is: stress relief, more time, more opportunities and ability to realize goals we also have the effective time management list: set goals correctly, prioritize wisely, set a time limit to complete task, organize yourself, remove non-essential task activates and plan ahead.

There are also some consequences the poor time management: wasted time, loss of control, poor quality of work and poor reputation.

Time management in the work place its essential for a productive and positive results it's helps us to work smarter giving us a positive impact in our work. For personnel Carrer its going to be very important because my goals are to be a social worker and work with people it's necessary to have good time management.

Doing research online to understand how to make a good cv has also been of great help to me and improve time management.

Cv writing

As I learned in class "CV is a document aimed at convincing an employer that who I'm and my qualifications, work experience and my skills makes it worthwhile for them to offer me the job". The a good cv helps to cause a good impression about us and also achieve the desired goal. how to writing a good cv was one of my favorite part of the class It was always complicate for me to do a good cv but the tools I have learned in this module helped me to develop my skills and I'm feeling ready and more confident about my cv writing.

The structure of a good cv writing include: contact details, profile, education, work experience, skills and achievements, interests and references. When we are writing cv we have to make sure that its professional clear and easy to read and also the cv have to be writing for the right circumstance we have to avoid about lie or exaggerate if we need to posting our cv online is not necessary include our home Adrees also its important to include a cover letter.

My intention is to put everything i learned about module into practice in my work area in the future. working as a social worker requires a lot of knowledge from different people and getting to know each other's profile I believe it will be necessary to write notes about each client and have knowledge of how to make a good cv I believe it is a great advantage for me.

Online learning experience

Due to this pandemic we had to study online and it has been a challenge for me. when I started classes I was scared and I felt that I would not be able to adapt, everything was new to me and my language barrier scared me more, the study method and on the computer, I do not know much about the word power point and I also didn't know how to use the Microsoft teams. Everything was new to me and I was confused to be honest I still but I have been learning a lot so far.

Seeing other colleagues with the same limitations helped me feel that I am not alone and the teachers made us feel comfortable. The methods used helped me a lot to develop my concern about using technologies and exercises in class was also very important. One of the benefits of studying online is that we don't have to go on public transport and everything is easier and also because I have access to everything on our computer.

This is the seven benefits of studying online that I consider important: Added flexibility and self – paced learning, better time management, demonstrate self-motivation, improved communication and collaboration, a broader, global perspective, refined critical- thinking skills and new technical skills.

One of the consequences of studying online is about having help from teachers and colleagues in a practical way. Another is internet problems that sometimes doesn't work and also the poor communication that can arise during classes.

Also studding online may create a sense of isolation the feedback is limited and require a strong self-motivation. Studying online helps us to be ready for a job that requires a lot of technology and research and also leaves us trained for a modern working world. It has been a very good journey of good learning and I hope to be able to transfer everything I have already learned to my work in the future.

CONCLUSION

All the skills learned in this module enriched my academic knowledge. know how to use time management and do a good cv writing and online learning is important tool for personal and professional development. I did some research along with what I learned in class and helped me to talk more about these topics developed. All the topics and tools that were covered during this module are a combination that will guide us in the same direction to succeed in our academic career and personal life in different situation.

Reference

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