

MY ACADEMIC AND EMPLOYABILITY SKILLS

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(BMSW4001)

Group 9

ACKNOWLEDGMENTS

I would like to thank the university and my tutor Timothy Hopkins, for his patience and support.

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SUMMARY

This report objective is to analyze my own employability and academic skills; it is also a guide of how to develop new skills by analyzing and organizing. You will learn:

- The importance of time management and how to get it.
- How to develop critical thinking and why it's so important.
- The most important skills and how to get them.
- How to analyze yourself.
- Find out your priorities.
- Discover your strength and weaknesses

It includes SWOT analysis, the Eisenhower method, my personal development plan, paraphrasing, examples and in class exercises.

INTRODUCTION

There are different kinds of skills which play an important role in our daily life, some of them will help us to develop the best of our self and achieve our goals. Others, may help us to get the job of our life or even that thing we have been dreaming about for so long time, and we don't have it yet, maybe because of different problems or situations; or maybe we didn't really know how to make it happen, and one of the reasons was because of a bad time management and organization.

Either ways, being conscious of what we already have and what we need to develop will be the key to get to the point we want to be.

The points described in this report will help us to acquire specific skills (personal development plan, time management, critical thinking, SWOT analysis...) that we might find useful for every kind of career we are planning to work on. You will find many different graphics and examples to support the explanations of the main body.

METHODOLOGY

Most of the methodology has been provided by the university, via Moodle, library, books, and in class explanations. Some of the information haven't been given in class, but it is included as it is useful for the contents of the report.

Also, I found many interesting articles via internet, each of them have been checked and compared with others, to make sure the information is accurate.

The information proportionated in the results and findings is simple and concrete, but if you want to know more about it you can get the complete information in the references and appendices.

I used diagrams to make the information easy to read and understand.

Some paragraphs are clearly labeled and referenced; others are not, because I read different sources, and then I made my own opinion about it. All those sources are also in references and appendices.

RESULTS AND FINDINGS

THE 12 MOST IMPORTANT SKILLS

CREATIVITY	PROBLEM SOLVING	CRITICAL THINKING	COMMUNICATION
ADAPTABILITY	INFORMATION MANAGEMENT	CURIOSITY	REFLECTION
LEADERSHIP	PERSONAL DEVELOPMENT	TIME MANAGEMENT	COLABORATION

WABISABI LEARNING (2019)

SWOT ANALYSIS

	HELPFUL	HARMFUL
INTERNAL	S trength	W eaknesses
EXTERNAL	O pportunities	T hreats

(Albert
Humphrey,1970)

MY SWOT ANALYSIS

STRENGTH CRITICAL THINKING PERSISTENT PROBLEM SOLVING COMMUNICATION CONFIDENCE	WEAKNESSES UNCOVERED RISKS CLIENT DEPENDENCY
OPORTUNITIES WORK FROM HOME INTERNET FLEXIBILITY	THREATS COMPETITIVE MARKET MANY PEOPLE

EISENHOWER METHOD

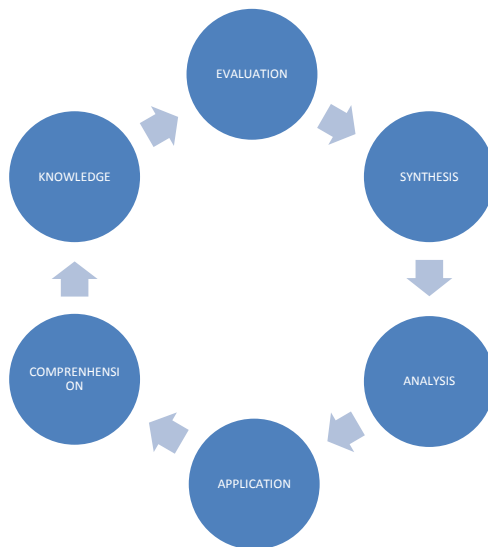
	URGENT	NOT URGENT
IMPORTANT	DO IT CRITICAL AND IMMEDIATE	PLAN IT CRITICAL BUT NOT IMMEDIATE
NOT IMPORTANT	DELEGATE NOT CRITICAL BUT IMMEDIATE	DELETE NOT CRITICAL AND NOT IMMEDIATE

EISENHOWER (N. D.)

NGUYEN (2012)

CRITICAL THINKING

- Bloom's taxonomy (Bloom et al., 1956).



PERSONAL DEVELOPMENT PLAN

- THE JOHARI WINDOW

Known to self

Arena

Unknown to self

Blind spot

Known to others

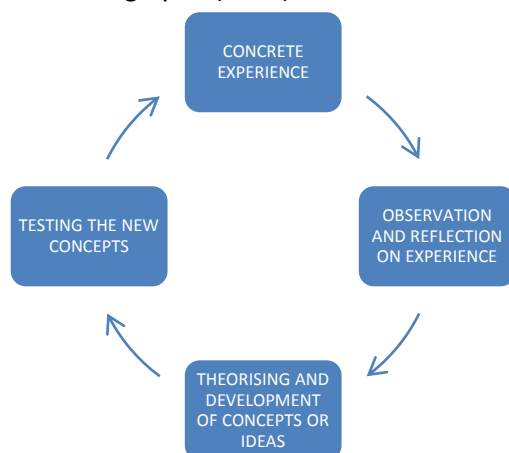
Facade

Unknown

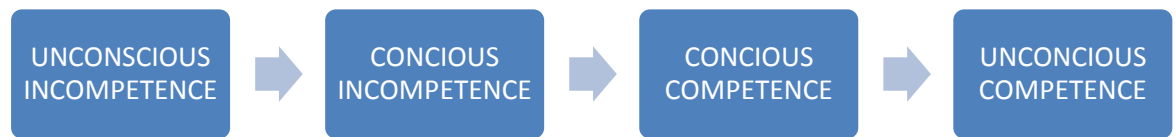
Unknown to others

(Joseph Luft, Harrington Ingham, 1955)

- Kolb's Learning Cycle (1984)



- The four stages of learning a new skill (Robinson, 1974).



- My personal development plan:

	SHORT-TERM	MID-TERM	LONG-TERM
MY GOALS	-Learn from this course -Learn German and Italian	-Study business -Learn Russian -Acquire different kind of knowledge	-Open my online business -Be able to work from my computer -Speak many languages
SKILLS AND KNOWLEDGE TO BE LEARNED	-Leadership abilities -Work under pressure -Organization -Languages grammar, communication and writing	-Business skills -Languages grammar, communication and writing	-Computer skills -Entrepreneur skills
STEPS TO ACQUIRE SKILLS	-Assist to classes -Study -Take German and Italian lessons	-Reading articles, books -Take Russian lessons	-Improving myself everyday -Never stop learning and acquiring new knowledge.
RESOURCES NEEDED	-Time	-Time	-Money -Time
WHEN WILL I START/ WHEN I EXPECT TO FINISH	Now/In six months	In six months/In two years	In two years/in 5 years

- My daily time schedule:

TIME	ACTIVITY	TIME REQUIRED	PRIORITY
------	----------	---------------	----------

6:00	Wake up, take a shower, get dressed, breakfast	1 hour	High
8:00	Take the tube	40 minutes	High
9:00	Classes	4 hours	High
13:30	Study, homework	3 hours	High
16:30	Gym, Sport	2 hours	Medium
18:30	Cleaning and organizing	30 minutes	Medium
19:00	Cooking and having dinner	1 hour	High
20:00	Relax and sleep	10 hours	High

DISCUSSION

As a student and worker who want to be able to work from her laptop while travelling and learning new languages, the explanations in the findings are really useful in my personal career and development, in this section we will discuss why.

SKILL DEFINITION

A skill is a type of work or activity which requires special training and knowledge, It is the knowledge and ability that enables you to do something well, COLLINS (2019).

There are different skills for every sector, but some of them are more important and useful for all of them (view results for table).

SWOT ANALYSIS

It may be one of the first key points. SWOT is an acronym for Strengths, Weaknesses, Opportunities and Threats.

SWOT Analysis is the most renowned tool for audit and analysis of the overall strategic position of the business and its environment. Its key purpose is to identify the strategies that will create a firm specific business model. MANAGEMENT STUDY GUIDE (2019)

Internal self-aspects:

- Strength
- Weaknesses

This two aspects, as they are internal factors, you are able to reflect about them and to get potential from it, they refer to anything within the company and under the control of the company. If you take a little to analyze your own, you will have the opportunity to use it in your favor.

External aspects:

- Opportunities
- Threats

External elements are affecting factors outside and under no control. Considering the outside environment allows business to take suitable adjustments to their marketing plan to prepare it for the external environment. MAGE PLAZA (2019)

(Go to results to see an example of SWOT analysis based in my own career)

After writing and reflecting about my SWOT I can see more clear all the aspects and I can have a better idea about how I need to manage my plan.

EISENHOWER METHOD

It is a method used to organize duties and tasks in order to figure out priorities.

This method helps us to realize how and in what we should really spend our time, to organize our priorities, and make from our time something useful, effective and easier.

It also makes us see how much time we spend doing things that are not really important or imminent.

CRITICAL THINKING

Critical thinking is the development and use of information in a proper way, by understanding which information is accurate and real.

Steps to develop critical thinking:

- SELF-ASSESSMENT
Check your thinking and behavior.
- DEMONSTRATING CRITICAL THINKING
Make a strong argument.
- PROVIDING CREDIBLE EVIDENCE
Determinate the credibility of the sources, the qualities of good sources are:
 - Authenticity.
 - Validity.
 - Currently relevant.
 - Reliable.
 - Samples.
 - Few generalizations.
 - Facts, but not opinions.
- EVALUATING THE QUALITY OF THE EVIDENCE

(Peter Morgan, 2017)

In this century we have many sources of information, it comes to us from the TV, announcements, internet, newspapers... some of that information may be a lie, not accurate or wrong related. That is why it is so important to have our own ideas, and of course, check the sources; the person who wrote it and compare with other articles to decide what is real and to make sure we are receiving the information well.

If you are a person with critical thinking is easier to:

- Find solutions.
- Create.
- Remain competitive.
- Understand yourself and master your thoughts.
- Make decisions.

(Deane Alban, 2018)

This is in my opinion the most important skill. If you know how to use good the information you have around and to analyze it, you can get the best from it.

PERSONAL DEVELOPMENT PLAN

A personal development plan is a process that consists of defining what is important to you, what you want to achieve, what strengths you already have that help to achieve your goals, and what you need to improve and develop with time, MIND OF A WINNER (2015).

There are many ways to help you improve your personal development plan.

First of all, you need to evaluate the skills you need and the ones you already have, the Johari Window model might be helpful on that:

- Arena: part of us which everybody sees.
- Façade or mask: behavior that we hide from others.
- Blindspot: skill of our self we are not aware of.
- Unknown

Reflecting few minutes about this can help us to understand better our self and in consequence, to realize what hidden abilities we are missing.

Second, how you develop the ones you still don't have?

Kolbs learning cycle give us some steps to do it.

Third, The Four Stages of Learning a New Skill:

You pass from being unconscious incompetent to be unconscious competent.

After reflexing you can organize a personal development plan, including the points you need to work about in a table with steps and deadlines. You can also organize a daily routine to make sure you are working every day in those goals you want to achieve.

(Complete models in results and findings).

PARAPHRASING

It is writing the ideas of another person in our own; you can use it to avoid plagiarism.

The techniques used are:

- Using synonyms.
- Changing word class:
 - noun to verb
 - adverb to noun
 - active to passive
- Changing word order.

SUMMARISING

Summarizing is defined as taking plenty information and making a smaller version that includes all the important points YOUR DICTIONARY (2018).

To summarize you have to:

- Make it shorter.
- Note the important words, phrases and key points.
- Use your own words.

An example could be writing a three or four-sentence description that touches upon the main points of a long book.

HOW THIS SKILLS AND KNOLEDGES ARE IN IMPORTANT IN MY CAREER?

All this points are so useful in my future plans. When you are a self-employee you need to be able to manage your time to be as much productive as you can. It doesn't matter if you are working so many hours; if they are not properly organized and smart managed you will lose time. You need to plan how you are going to achieve your goals, to make sure every step you are making is going straight to the point you want.

There are many skills that are hard to acquire and I need for my own career, some of them are learned in this report, such as:

- Online business:
To manage a business you need some basic skills: time management, problems solving and adaptability.
- Data analysis:
Knowing the steps of critical thinking we can analyze any data.
- Content writing:
Report writing is a step to get into the content writing world.

Others will be learned easier by using some methods as Eisenhower and a personal development plan:

- Marketing.
- Translation.
- Design.
- Copywriting.

CONCLUSIONS AND RECOMMENDATIONS

Nowadays we are so many people in this world, so everything is a race; you need to be really good in what you do to be able to get something from it. The development of some skills will make the difference between; success and failure, mediocrity and extraordinary.

By the methods and skills explained such as SWOT, Eisenhower, personal development plan and critical thinking we can analyze, reflect and organize our time. Having this you can be more effective and accurate.

In conclusion, knowing is the biggest power, and knowing and analyzing our self and the environment around us we can develop the best of us and get to our goals faster and easier.

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APPENDICES

IN CLASS EXERCISES

Laura Morenilla 1907372

✓ Very clear!
(11) 14.11

TO DO LIST - WEEKLY					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
6:00		wake up/s	wake up/s	wake up/s	
7:00	wake up/s	wake up/s	take tube	gym	gym
8:00	take tube	take tube	work	take tube	take tube
9:00	work	classes	work	classes	relax
10:00	work	classes	work	classes	work
11:00	work	classes	work	classes	work
12:00	work	classes	work	classes	work
13:00	break	classes	break	classes	work
14:00	work	gym	work	eat	break
15:00	work	shower	work	take tube	work
16:00	work	study	break	study	work
17:00	work	study	work	study	work
18:00	take tube	read	go home	study	take tube
19:00	take shower	read	cleaning	skate	skate
20:00	sleep	sleep	read	read	shower
21:00		sleep	sleep	relax	
22:00				sleep	

s = shower

Laura Morenilla 1907372

✓ Well done!
(Th) 14.11

Personal Development Plan

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 1 - My Goals What are my overall goals that I want to accomplish in this time period? <i>Example: become a Student Affairs Officer; learn computer graphics</i>	- learn from this course - learn german and italian	- study business - learn French Russian and Portuguese - Acquire different kind of knowledges	- Open my online business - Be able to work from my computer while traveling - Speak many languages
Section 2 - Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on? <i>Example: Student advising; Banner; Dreamweaver; develop a procedures manual</i>	- Leadership ability - ability to work under pressure - organizational skills - languages grammar, communication, writing	- languages grammar, writing, communication - Business skills	- computer skills " "
Section 3 - Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project? <i>Example: take Dreamweaver class; do an informational interview; set up a project outline</i>	- Going to class - Studying	- Going to the university - Reading articles, books	- Improving myself everyday - Never stop learning and acquiring more knowledges

	Short-Term Time Frame	Mid-Term Time Frame	Long-Term Time Frame
	What do I want to accomplish in the next three to six months?	What do I want to accomplish in the next six months to two years?	What do I want to accomplish in the next two to three years?
Section 4 - Resources What resources do I need? Example: free time; funding	Free time	Free time	Free time money
Section 5 - Time Schedule What is my time schedule?	work 3 days week university 2 days studying 7 hours	" "	" "
When will I start?	From now	In six weeks	In two years
When do I expect to finish?	In 5 months	In one year	In three years
Section 6 - Completion When have I completed each step?	☒ 1 26/10 Date ☒ 2 26/10 Date ☐ _____ Date	☒ 3 27/10 Date ☒ 4 27/10 Date ☐ _____ Date	☒ 5 _____ Date ☒ 6 _____ Date ☐ _____ Date

LAURA MORENILLA

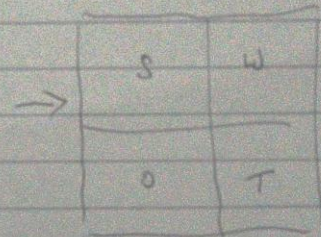
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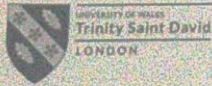
✓
Wulldow! TH 31/10

SWOT ANALYSIS

STRENGTH	WEAKNESSES	OPPORTUNITIES	THREATS
persistent	work under pressure	university	market competitive
honest	organisation	many books	many people
problem solving	Strong character	and information	
communication			
teamwork			
confidence			

Good. Try to redo
as a grid format





Academic and Employability Skills (ACE) – term 1
BMSW4001
In-class exercise 2: Summarising (Oct 2019)

Student Name: Laura Horeni'a Student ID/Group: 1903332 Group 9

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with your Task 1 (part of the Assignment for this module).

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

To be a great leader, you need to start by leading yourself

Most people go into top positions with good intentions, but those often crumble due to the demands — and perks — of the job. If you want to succeed, devote some time and energy to self-leadership, says consultant Lars Sudmann. Being a leader is a little like being a parent; beforehand, we have all these rosy visions of how we're going to do it, how incredible we're going to be, and how we'll sidestep the mistakes that we see other people make. But when it's our turn to assume the role, we find that reality doesn't match our expectations or imaginations. Sudmann, for example, believed that he would ace his first leadership role. Then, he held his first major staff meeting, an employee asked a question about the company's email signature, and the proceedings — and his command of them — completely fell apart.

After some months, Sudmann realized he was fighting against certain entrenched factors that keep all leaders from improving. Like many in the working world, leaders have too much to do and not enough time to do it; they don't clearly think through their priorities and strategies; and being in a position of power causes them to assume that the people beneath them will take care of a lot of problems.

Sudmann found a potential solution to these "classic leadership problems" in Marcus Aurelius, the Roman emperor and Stoic philosopher. Rather than spending his time trying to learn to rally and guide others, Marcus Aurelius focused a surprising amount of his energy on mastering self-leadership. Sudmann has found this orientation tremendously helpful. Below he breaks down three actions that go into self-leadership.

First of all, you need to be aware of your shortcomings; leaders need to know all of their biases, predilections and weaknesses. Another idea is to take 5- 10 minutes every day to think about the challenges you've recently handled and the ones you'll soon face. While Marcus Aurelius was fond of reflecting in the evening, Sudmann likes doing this over morning coffee. Questions to pose include: "How did my leadership go yesterday? How would the leader I'd like to be have faced the challenges I faced? What about my challenges today? What could I do differently?" Write down your thoughts so you can refer back to them and learn from them.

Also, regulate your feelings; no matter how much preparation and reflection you put in, there will be employees, colleagues, clients and associates who anger, frustrate or annoy you. That's where the practice of "reframing" comes in; stopping and asking yourself ... on a scale from 1 to 10, how important is this issue right now? Then, give yourself a moment to think: "How would the leader I aspire to be handle this situation?" The answer will come to you.

Lecturer's signature: _____ Date: _____

Ex.2

Re-read the text 'To be a great leader, you need to start by leading yourself' on the previous page.
Summarise main ideas from the text in your own words. Write about 175 words.

✓ Everybody lead with good intentions, but those often crumble due to demands. If you want to succeed, give time and energy to self-leadership, says Lars Sudmann. We believe its going to be incredible and that we'll sidestep other people mistakes, but assuming the role it doesn't match our expectations. Sudmann thought he would ace his first leadership role, but he fell apart in his first major staff meeting.

✓ Months after, Sudmann realized he was fighting against many factors like other leaders. There is always too much to do and not enough time that they don't think about priorities and strategies and they assume people beneath them will fix many problems.

Sudmann solved this "classic leadership problems" realising from Marcus Aurelius, the roman emperor, that instead of guide others he need to focus on mastering self-leadership. It is three actions

? Firstable, be always aware of your shortcomings, like biases, preferences and weaknesses.

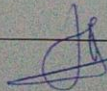
Second, take few minutes daily to check the challenges you've recently handled and the ones you'll soon face. Might be helpful pose questioning and thoughts writing.

Also, feelings regulation, even with preposition people in workplace can frustrate or annoy you, but you can stop and think how important that really is and how the leader you aspire to be handle this situation. The answer will come to you.

Lecturer's comments:

✓
- a very good attempt, with clean paragraphing.
There are a few language issues, but, generally, - a good solution!

Lecturer's signature:



Date:

13/12/19

✓ V. good!

16/11

THE EISENHOWER METHOD

URGENT

- Pay rent
- Study / homework
- Do the laundry
- Organise my week
-

NOT URGENT

- Study german
- Buy clothes
- Clean the room
- Go to the gym
- Book my holidays

I
M
P
O
R
T
A
N
T

NOT

I
M
P
O
R
T
A
N
T

- Cook
- Social time

- Phone time
- Watch TV

- ① Sales careers bring excellent earnings potential. Actual earnings may vary widely depending on many factors including the type of position, the field, and the ability to earn commissions or bonuses.

- ② Careers in sales have potentially great wages. The actual amount / salary / money can be different and are determined by the nature of the job, the sector and whether one can receive / make extra money.

- ③ Although being a salesperson can be financially rewarding / beneficial / advantageous, in fact, the actual income is determined by various circumstances like the nature of the job, the sector and whether one can receive / make extra money.

Synonyms

- ① excellent - great ②
earnings - wages ②

different - vary

earn commissions - make extra money

the nature - the type

amount - income - earnings
② ③ ①

Changing words class

(verb) (noun)

vary - various

(noun) (adj)

potential - potentially

Student Name: Aura Morenilla Student ID: 1907332

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1 Write a paraphrase of the following passage.

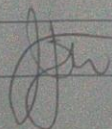
Chocolate has always been considered an affordable little luxury, associated with romance and celebrations. Therefore in 2001, revelations that the production of cocoa in Ivory Coast involved child slave labour deeply shocked chocolate companies, consumers and governments alike. The USA passed legislation mandating that standards be created to permit companies who could prove that their chocolate was produced without forced labour to label their chocolate "slave-labour-free." The chocolate industry agreed to an international protocol that would give chocolate producers four years to limit abusive practices.

Chocolate is our obtainable pleasure which goes by the hand with love and special occasions. But, what is under that? A international protocol will be giving four years to stop abusive practices by agreement with the chocolate industry, after Ivory Coast was exposed for child slave labour in 2001, which scandalized everybody, even costumers and governments. Afterall, if the company can prove that their chocolate was produced without unavoidable labour, it will be mark as "slave-labour free" by the USA passed legislation.

Lecturer's comments:

- a good effort - well done!

Lecturer's signature:



Date:

15.11.

✓ Well done
(TH) 14.11

TO DO LIST - DAILY

ACTIVITY	TIME REQUIRED	TIME	PRIORITY
Wake up, get dressed, take a shower and breakfast	1 hour	7:00	High
Take the tube	40 minutes	8:00	High
~~Work~~ Classes	4 hours	9:00 13:00	High
Study and Homework	3 hours	13:30 16:30	High
Gym & Sport	2 hours	16:30 18:30	Medium/High
Cleaning & Organising	30 minutes	18:30 19:00	Medium
Reading & Relax	1 hour	19:00 20:00	Medium
Dinner & Cooking	1 hour	20:00 21:00	Medium
Sleep	8 hours	21:00	High