

University of Wales Trinity Saint David

Academic and Employability Skills
Module code: Bmsw4001

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Introduction

The development of employability skills plays a crucial role in gaining a good position in the organization in the current edge of high competitiveness. The employability skills support in developing the abilities to work in groups and teams so that work goals are achieved. The phase of initial training and guidance during the academic course inculcates behavioral pattern, attitude, and knowledge that is essential to be able to be employed a respected organizational position. There are various skills essential to ensure employability in organizations such as interpersonal, communication skills, leadership traits, and resource management attributes. The academic skills support in meeting deadlines and achieving the goals at the workplace.

Task 1

The increasing use of digital technology in the global business environment has increased the requirement of higher Skill and education that allows managing business activities. The academic course offers relevant knowledge about the use of software in various activities of managing project activities. Initially, I wasn't able to understand the relevance and importance of academic curriculum in the future growth of career, but with the completion of the academic course, I have been able to analyze the benefits derived out of the academic activities. It has helped me gain employability skills for future knowledge and implementation. The SWOT analysis has helped me realize the importance of the academic curriculum and my own learning through the course (Rosenberg et.al, 2012).

SWOT Analysis

Strength: • I have been able to use the latest software that is used in project management activities. • There has been a growth in using Microsoft software while doing my project activities, which will help in future presentations. • I have successfully developed communication skills with the help of academic learning and team management of activities (Devi, 2018).	Weakness: • The lack of problem-solving Skills is still persistent in managing project activities. • I still lack in being able to manage activities as a leader and support the team members to perform better. • My weakness is the fear of being able to present in front of a large group of people as an audience (Kumar, 2019).
Opportunities: • I will be able to find a suitable job position in the near future due to the various employability skills learned during the course. • I will have a better employment opportunity than many of my co-employees because of the various skills and	Threats: • The competitors that have been able to gain all skills required for higher employability. • The increasing employment pressure in many countries requires higher project management skills and attributes to be able to ensure a good position in the

attributes learned during academics.

organization.

Personal development plan

DEVELOPMENT OBJECTIVE	TIME FRAME	PLAN	ACTION	STRENGTH	WEAKNESS
Presentation skill	2 months	Attending seminars and self-practice schedules	I need to look for seminars and get myself enrolled so that learning can be improved.	The holdover effective communication skill and the ability to understand people while working in teams.	The lack of confidence and a strict personality restricts them from being able to speak in public.
Communication	1 month	Observing and experiencing peer's communication style, reading literature materials.	I need to find out books and articles of good writers that help me improve my language (Saunders and Zuzel, 2010).	I have the ability to effectively listening and ensure regular participation.	The lack of confidence restricts me in showing up my communication skills.
Problem-solving Skill	4 months	Finding alternative solutions and analyzing each option.	I need to attend practical training courses that provide real-life experience related to problem-solving.	I have good analytical thinking that allows listening and observing.	There is a lack of ability in being able to make a strict decision regarding the choice of solution.
Technological skills	6 months	Joining classes involved in project management activities.	I require the proper investment of time and money in understanding and learning through various courses offered	The interest that I have in using new software allows me to improve my understanding.	I need to improve my academic knowledge about technological learning through reading books and

			(Wickramasinghe and Perera, 2010).		articles.
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The personal development plan provides an idea about the success and skills that have been inculcated through participation in the various activities related to the academic course. The course has helped me improve my employability skill strength by imparting knowledge about the areas of communication, problem-solving, critical thinking, and presentation in the audience.

I have been taught about managing time in multiple activities through the tool of work scheduling that allows prioritization of activities essential in the success of a project. A to-do list allows me to complete all the activities in a serial order so that no essential task in learning things is left ignored. The organization of work plays a necessary role in meeting the deadlines of activities and completing it within the required time frame (Rasul et.al, 2012). Time management tools are used to execute activities in an effective and efficient manner without risking any lack of success.

Review from recruitment agencies

The recruiting agencies are well known about the various requirements of Skill that are demanded in the business environment. The research with the recruiting agencies suggests that there are various skills that are demanded in the contingent business situations that have increased the requirement for improved academic structure. It is essential for students to have good communication skills and leadership skills to be able to gain a respectable employed position. The organizations are looking for highly skilled and talented individuals that have the necessary knowledge about contingent business and are able to well manage critical situations through problem-solving and deep thinking analytics (Gowsalya and Kumar, 2015).

The academic course has helped me gain knowledge about the various attributes that are essential in the management of business projects. I need to work upon my weakness so that opportunities can be realized and used for the benefit of the organization's success and growth. The personal development plan will support maximizing my growth prospects through learning new skills and developing an action plan that supports learning new skills for success as an employee in organizations. I need to work on maximizing my public speaking confidence and

presentation skill during course work so that I am able to deliver the right content to the audience.

Learning from academics

The team activities during the academic course and the requirement of proper communication among team members have helped me gain knowledge about the way of working and coordinating in teams. The Teamwork in projects and group activities during the academic learning course has helped me learn about the methods of customer satisfaction through effective communication and understanding of needs and expectations. I have been able to learn about managing critical situations and making effective business decisions to support the growth and development of the organization. The problems can be solved through group discussions and equal participation in the activities of the team. The talent and Skill of each member contribute to the achievement of organizational goals (Buarki et.al, 2011).

I have gained experience in working with a large pool of employees and ensuring adjustment as per the need of each member so that the number of conflicts and disputes can be minimized. The academics have taught me about the active listening skill and patience that supports maximizing the bond among team members and will help me in being able to work compassionately and collaboratively with co-workers in the workplace. During the project activities, I have been controlling my emotional simulations so that neither extreme happiness nor a tensed atmosphere creates at any impact on my level of confidence and work ethics.

The end of the semester has effectively enhanced my knowledge about increasing my skills through higher education to get better-qualified positions in organizations. I have got a hold over the presentation skills that include self-evaluation and improving the level of confidence towards public speaking among a large group of people. Further, the organizing study module has enlightened my knowledge about the importance of time management and resource handling in ensuring successful project completion. The organizing of activities in the project management plays an essential role in the handling of the work through improved knowledge and low cost. Time management is one of the crucial aspects of employability skill and the various tools of the to-do list, work prioritization and scheduling supports in improving the management of time towards various activities of the project (Nawaz and Reddy, 2013).

The current course offers the subject of conducting research through recording, listening to the subject matter, and gathering relevant information from the study of books and research articles. It has been taught about the use of tools such as SWOT analysis to ensure personal reflection for improving the understanding of the subject matter. The communication part of the employability skill provides an understanding of the role of various forms of communication in improving project delivery and effectiveness of Skill (Guilbert et.al, 2016). The use of digital technology has revolutionized the world of teaching and learning; it provides a greater scope of research and analyzing the content to improve on the area of knowledge. The use of technology in learning supports in improving the scope of knowledge to be applied in project management and increasing opportunities for employment. It provides an idea about the academic courses and further studies that can help build up higher career opportunities.

In the field of employment, the writing style and the method of presentation of the report ³ also play a vital role in influencing the decision of the viewers towards their positive decisions. The style of writing helps in improving the planning and structuring of work and provides a proper link to the ideas so that facts, opinions, and thinking process can be enhanced. The process of analytical thinking is improved through observation and allows developing facts and figures so that proper decisions can be made. The details are then presented in a particular format to improve understanding and knowledge among the readers of the information. The employability skills have been enhanced through the academic course and have helped me develop knowledge of various areas of management that are crucial in self-developmental and career prospects in the future (Nawaz and Reddy, 2013).

Task 2

Business environment

The business environment has become highly competitive, and the current theoretical approach and Skill is not enough for the growth of personal and professional career prospects. I believe that it is essential to develop and learn numerous employability skills that support in the increasing of the overall efficiency of managing project activities in large organizations. The employability skill plays a vital role in further enhancing the career development scope through building a personality that will help me crack interviews and get selected for respectable organizational positions. The academic activities in the class have helped gain knowledge about the important aspects of employability that is communication, interpersonal Skill, use of technology and software, adaptability to changing business situations, and managing various resources in the departments (Lowden et.al, 2011).

The academics have helped me gain a hold over using software and technology. In the competitive business conditions, it is essential to have a good hold overusing technology and software for easy management of project activities and ensuring the growth of departments. The use of technology helps in faster management of the human resource, delegation of responsibilities, and improved productivity that will help me input my part for the achievement of organizational goals. Learning through academics has helped me to gain knowledge about effectively using technology so that the speed of work and effectiveness can be improved. The software development activities are a mark of increasing competitiveness and hence have helped me gain employability skill so that in the future, I am able to support the growth and sustainability of organizations. The use of simulation games, social media marketing, and collaborations has provided me with authentic learning experience towards developing employability skills. It has helped me gain real-world competitive experience so that employment opportunities can be enhanced.

Skills learned through academic courses

The characteristics of adaptability are important factors that are based on the method of adjustment in changing business situations. As a student, handling the software project requires

being able to handle the internal and external changing environment in an effective manner. It is concerned with the outlook towards flexibility and contingency handling. Organizations today are looking for sporting individuals that are able to manage contingent business situations with high working skills and personality traits. I have learned about managing such difficult situations through proper methods of communication and leadership. These situations are observed quite often in organizations that lead to changing responsibilities of every individual towards their work so that a balance is maintained in the workplace operative environment (Saunders and Zuzel, 2010).

The academic project has helped me inculcate a sense of innovation and presentation skills in front of a large bunch of students. The presentation of project activities among the students and stakeholders in an organization is of vital importance to develop a necessary understanding for its acceptance. The continuous experience through practical training and courses has enabled me to inculcate a sense of confidence and optimism that supports delivering the right value through the presentation of projects. The creativity in project presentation speaks about the various skills and attributes that are present in an individual and enhances the scope for being employed with a large organization (Jackson, 2010). The presentation skill is an essential requirement in being employed in large scale organizations so that the stakeholders can be influenced by the decisions. The presentation skill has been enhanced during the academic course through regular participation and commitment to the performance of activities.

A successful project is referred to as a situation that allows multiple managing activities within the limited time frame and scope. Time management is an essential attribute that supports in ensuring efficiency and effectiveness of achievement of organizational objectives. The employability skill of time management has been developed through project participation. This is achieved through the coordination of oral skills in the activities of presentation that allows delivering the right information to the stakeholders and ensures continuous involvement. It is essential to have a good hold over the various resources such as human, financial, and administrative resources so that cost and profits can be managed. The resources are limited, and to ensure higher employability, it is vital to manage the limited resources towards higher innovation and creativity that allows meeting organizational objectives.

Apart from this, I have learned many new things that will help me increase my employability skills. The methods of learning about working in collaborations while working on my software projects in the course will support in managing work coordination in the workplace. The use of tools such as work prioritization and scheduling will enable me to emphasize organizing the various activities through a proper listing so that each activity is achieved with the use of proper resources. The organization of businesses is a vital step towards the effective and efficient achievement of organizational goals. As a part of an organization, I need to ensure that the skills of motivation, long term customer relations, and training are developed within me so that I am able to influence the teams towards the achievement of organizational objectives (Idrus et.al, 2011).

Communication is one of the most important factors which lead to the growth of the organization. Without communication, no organization can work at a good pace. I feel the interaction between the members is essential for the work to be done effectively. I think that employability skills such as communication help to remove errors do your work more patiently and perform your role efficiently and effectively. It gives you a better chance of getting hired in any organization, unlike other ones with even more good qualifications and experience. The academics have helped me learn about the methods of written and oral communication to be used in the development of Teamwork at the workplace (Senior et.al, 2010). Such type of Skill is better than any other skill. Communication will help me to enhance my output and provides you relief from taking efficient use of resources and wastage of time. I feel that if I communicate properly, I can present your ideas more clearly and my views in front of everyone. It will also help me to remove any type of uncertainties and misunderstandings between each and also helps to get up from your mistakes.

Another important factor in the list is Teamwork. Academic Skills can help me in Teamwork, which will help me to get a chance to work for the organization. It is a skill that will allow me to work with my members more honestly and with good dedication and also will help in creating an enjoyable atmosphere for me as well as others. I also feel that it will create a good working place. It will develop an ability to work for my team and achieve my goal. I feel this will lead to a positive atmosphere and a healthy working environment in the organization. It will also help me to make any decision better or deciding a better option as per the requirement. Teamwork

will develop a sense of responsibility towards the working arena and achieving the goal easily. The more I will be comfortable with people, the less any conflict will occur, and the working will be done very smoothly (Senior et.al, 2010).

I feel it is necessary, to be honest with your teammates to create a strong relationship with your members. In this dynamic environment, I feel it is very important for me and others also that if I create empathy, it will be better for me to understand feelings and the motives of everyone. This will help each other in responding to the questions and behaving normally. I also think that Teamwork will help me to create a balance between all the members and also to understand each other more nicely. In this dynamic environment it may be possible that people may be shy in expressing their views or not interacting with everyone properly, so they should be given proper time and space so that they come out with a more positive attitude. With Teamwork, ideas and talent come together and give the organization a more positive and fruitful result.

Leadership is an essential aspect of project success that is based on the concept of identifying various challenges in the project continuation and providing the right direction of shape to the process of thinking so that the challenges can be faced with the right use of resources. The application of leadership skills has been developed through academic learning during critical handling projects. As a student, it essential for me to identify an effective way of leading project activities that helps me to improve my knowledge during further education degree. The Skill of being able to have a hold on digital technology is essential in ensuring higher learning activities (Rasul et.al, 2012).

Reflective learning

In my academic course, I have learned about the importance of setting performance objectives and achieving those objectives with the effective utilization of resources, skills, and knowledge. The Boud's triangular representation is a reflection model that supports in developing learning through experience and learning. The Gibb's reflective cycle supports in strengthening personal and internal feelings so that critical thinking and analysis can be ensured. The cycle allows looking into self-personality traits and characteristics so that further experience and attributes can be added to ensure the achievement of organizational goals. The method of self-reflection

supports in analyzing the need for further learning to improve employability skills and career development.

Conclusion

The report provides academic progress after having knowledge about the employability skill and the changes that have been felt during the beginning and end of the semester. The report focuses on the development of various skills through academic knowledge of the current project topic. I have learned about the increasing use of software in the majority of the organizations and places so that work can be done faster. The study of academic courses has helped me gain knowledge about the skills of communication, presentation, leadership, and communication.

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