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ASSIGNMENT 2

Time management

Table of Contents

INTRODUCTION	1
ACADEMIC AND EMPLOYABILITY SKILLS	2
TIME MANAGEMENT	3
SWOT ANALYZE.....	4
PERSONAL DEVELOPMENT PLAN.....	5
CONCLUSION	6

1. INTRODUCTION

In this assignment I am explaining how academic and employability skills and time management are related and essential in the way to reach goals for a person. I will continue describing the importance to know how to manage the time and to make clear the goals to realize during a life. Examining the data in my posses with the experience of this academic year and my work experience.

2. ACADEMIC AND EMPLOYABILITY SKILLS

Most of the employability skills are builder during an academic path. Employability skills include abilities to achieve before as a student and then as an employer (**Fallows S.,2000**).

The role of the academic skills is to learn abilities to use in a future workplace. They are the key to the success of tomorrow of future graduates. A student with excellent preparation during his academic path might have an excellent impact on the world of work (**Stemmer P.M.,1992**)

Most of the abilities learned during an academic path are the same to use in a future workplace. A graduate must have a preparation of employability skills to be ready in future work to be an efficient part of the group. is most required in any workplace because are the key to any business of success (**Lerman I.R.,2013**).

Most of the time, if a new graduate employer is not ready for the world of the business, it is because they have some lack of the skills learned during the academic path (**Tymon A.,2011**).

2.1 COMMUNICATION SKILLS

Communication is the fundamental of every teamwork. In fact, in most of the team of success there is always a high level of communication (**Ozylmax A.,2018**).

Communication skills are required to take and give a message to someone else. Acquiring excellent communication skills requires time, focus, and discipline. Every student during his path must learn the way to use effective communication and to make the right choice between formal or informal language in a different occasion in a work situation (**Gretry A.,2017**).

Any problems of communications must be avoided in a workplace because the communication must be used as a skill, not like a deficit. In a workplace if you fail to communicate effectively, you could end up missing your chance of securing your job and advancing in your career. Communication is important because it helps to build a strong team, it improves productivity and it reduces mitigation conflict (**Zambas J.,2015**).

In my work experience communication is one of the important skills of my job. I am working in a casino, like a casino dealer, where the major part of my job is to give information like rules of a game or the payout of a victory to a customer. Every message must be clear to avoid any misunderstanding or conflict. It can be concluded that communication skill is the more important ability to assimilate and is helpful for all the other skills. In this course, we have studied how to reach excellent communication for a future workplace. Through some exercises during the class, we have learned all the factors to make our communication efficient.

2.2 TEAMWORK

Teamwork is the skills to work in a group with other people and share ideas and knowledge. Effective communication is of essential importance on teamwork because it can create a strong team able to deal with any challenges. 70% of errors in business are due to poor communication. (**Zambas J.,2015**) .

For this reason, there are some ethical rules to follow to be part of a group. The key to perfect teamwork is the attitudes expected from any team members of the team to give effective help and which one to avoid.

Moreover, he wrote how team working is important in the workplace to reach the goals of the group and for the personal growth of any member (**Larson E C.,1989**).

During my academic experience, this year we have done teamwork for a group presentation, where we had to share our ideas to create a hypothetical team of the future to reach our objective. This was helpful to us to be ready for a real situation in a future workplace. On my personal experience in workplace teamwork has a very important role. It has the job to make every employer happy and make him feel part of the group.

2.3 LEADERSHIP

Leadership is the skills to be able to lead the team to achieve the goals of the organization. It has an important role in the workplace because the team leader must be focused to find a way to make a successful business. A leader is a person that through his personal experience and his knowledge can motivate people. Some attitudes are helpful to the team and some of them are negative and need to remove to be a good leader. **(Hersey P.,1982)**.

In my experience a leader must have effective communication to always share a clear message with the other team member to help them to do a good job. An example can be to pass a message like instruction and not as an order to make the employer happy to do it.

2.4 PROBLEM-SOLVING AND DECISION MAKING

Problem-solving and decision making is the way how an employee deal with everyday challenges. It is the ability to decide in a difficult situation to safeguard the company's performance. In staff, not all members are feeling confident in solving a problem individually. This skill needs a strong personality and excellent self-confidence. Employees with this ability might have more chances to get a promotion because they can lead the other team member to deal with the issue **(Philips W.J.,2016)**.

On my personal work experience the abilities to make a decision and solving a problem are required if you want to increase your position. This ability is rated in the review of the year to valorize with a reward for those members of the team, that can manage and solve any problem because one of the more important things in my business is to be fast to fix any kind of issue for let the profit restart.

2.5 CUSTOMER SERVICE

Customer service is an employability skill with an efficient effect on the profit of the organization. Today for a company is imperative for the success of the business to reserve an excellent service to the customer because there is strong competition between the companies in the sector and customer service is the winner key of success. Customer service skill is often required in any workplace. An employee with excellent customer service will provide a positive experience for the customer. Training of customer service must be provided from every company to any member of the staff **(Mouvad M.,1996)**.

3.TIME MANAGEMENT

Many students may find the academic path stressful. Time management is the ability to know how to manage your time effectively and it has gained increasing importance in recent years, to improve productivity at work. For this reason, time management can be for an employee a helpful resource to increase efficacy, efficiency, and productivity (**Misra R.,2000**).

The Eisenhower Matrix is a helpful way for a person to deal with the important task of life. It needs to divide the task into four categories.

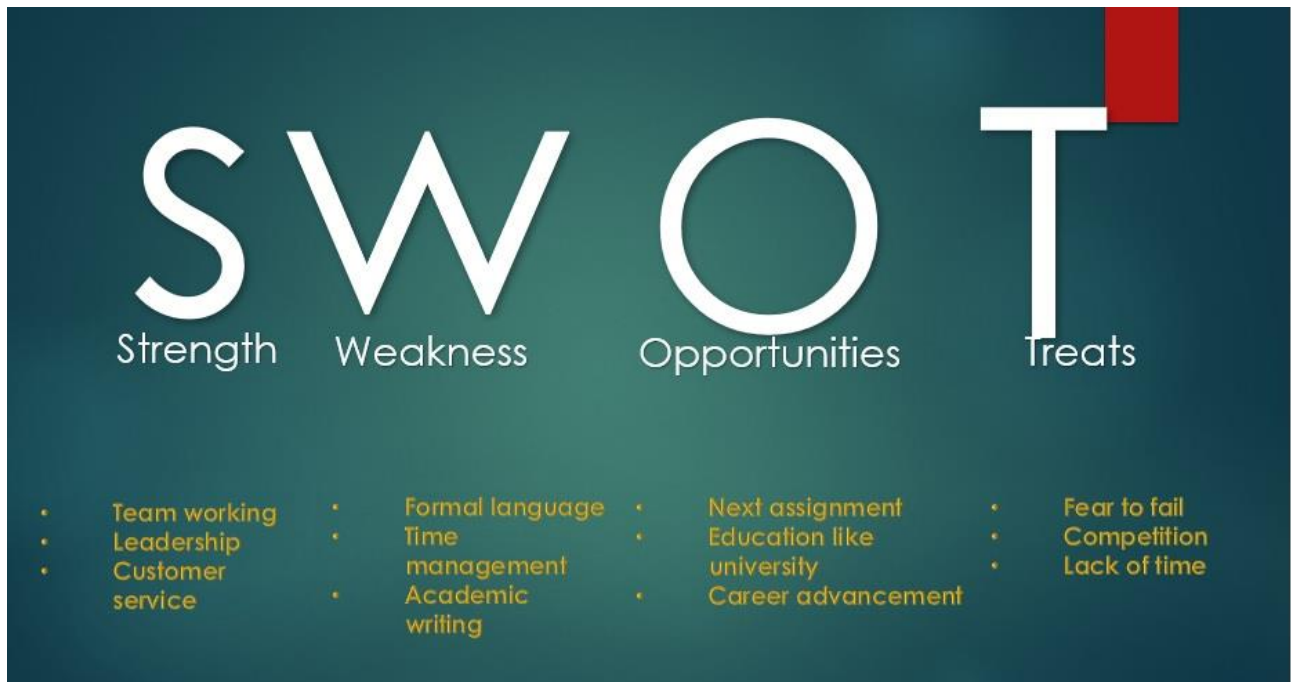
- The first categories include all the important and urgent problems, that cannot be postponed and must receive a high priority level.
- The second one is those tasks that are important, but without a deadline. As a result, this work can be scheduled and done it later.
- The third categories are urgent, but not essential tasks. Those activities must be done shortly but without importance. For this reason, they can be transferred or delegated to another professional.
- The last categories are those activities that must be eliminated because they do not have any importance or urgency and are not giving any benefit to the person.

This is helpful to a person looking for a business of success for individualized in which activities be more focused and which to avoid (**Dimitrova V.,2018**)

Although the popular literature some workplaces are chosen to remove any training of time management because without any effect on the business of the organization. The reason is that excellent time management of employees may change his personal life, but it is insignificant for the business because it will not apport any effect on the business. (**Macan T.H.,1994**).

In my experience time management was very helpful for me since I started this course to manage my time between study and work efficiently. Moreover through the Eisenhower Matrix I individualized which tasks are essential and give them the right importance. Conversely I eliminate all the activity without any importance and necessity.

4. SWOT ANALYSE



Swot analyses stand for strength, weakness, opportunities, and threats.

Strengths are my points of force, where I feel my skills helpful to every situation.

Weakness is those skills where I got some difficulty and I need to improve.

Opportunities are those activities that can help me to improve my skills and develop my study and career.

Treats are challenges that can hide my path to my goals, but I have to be stronger and deal with them.

5. PERSONAL DEVELOPMENT PLAN

TARGET	ACTION TO ACHIEVE	EVIDENCE OF COMPLETION	TARGET DATE
Became more motivated to achieve a good grade in my course	Motivate self to complete work with a good standard and in time	Work completed will be of a consistently high of standards	Ongoing throughout study 2020/2021
Gain promotion in my workplace	Be professional in the workplace.	Be always in time and be like an example for the team	2020
Keep up to date with university and work and not fall behind with any scheduled assignments.	Allowing enough time for myself to complete the task without rushing	Assignment work will be completed on time	Ongoing throughout study 2020/2021

Targets are the next goals that I wish to reach soon. Actions to achieve are those attitudes to do to reach the targets. Evidence of completion is proof of my commitment to reaching my goals. The target date is the deadline for achieving these targets.

6.CONCLUSION

From the above analysis, it can be concluded that academic and employability skills and time management are the backbones of any organization. Without this, the achievement of goals for an individual or a group might be compromised. In my experience academic and employability skills are fundamental for everyone who wants to make his business a success. Also, these abilities are the way for success is made by the right choice and an excellent valorization of our time. Since I start this course, through the work with the lectures and my classmates, I improved my communication skills, teamwork, and confidence in myself. Moreover through the use of a Swot Analysis, I started to make the right decision about the activities with more importance for my academic and work path.

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