

REPORT ON ACADEMIC AND EMPLOYABILITY SKILLS

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Introduction

In my article I am going to explain my personal experience with topics that I learned about in my Employability Skills class at the University of Wales. I will discuss how my life was before attending these classes and what these classes gave me and I will demonstrate how I improved so far. My article is written in ***Gibb's "Reflective Cycle" (1988)***.

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Abstract

Employability skills are skills that employing or going to employ each one of us, that is why is very important to know what Employability skills are and what we require to become successful candidate for our future positions. This article contains revised information from different sources as websites, books, school classes. Also contains my own view of point written in my own words. This article key points are 1. Online Learning, 2. Time Management, 3. CV Writing, 4. Public Speaking. This article should give you realistic preview of what can be achieved by studying and improving mentioned Employability Skills.

1. Online Learning Experience

Description

Online learning is education that takes place over the Internet through distance and not in a traditional classroom. Distance learning has a long history and there are several types available today. Not attending actual class had lots of benefits for people who simply could not get to school every day, could not afford it or the case could be the distance from their homes or money they would have to spend to travel or it could simply be the opportunity how to keep their full time job and get the education they needed in the same time. Online learning has its history with first evidence from 1988. Studying online became very popular over the years. More students are getting familiar and the number of people learning from home is successfully growing.

Feelings

Not every one came across online learning in the past and it might be the first time ever you even hear about it. Most of us probably remember school desks and heavy books as it was yesterday. Honestly I am one of those people who experienced online learning this year the first time and it is a completely new area for me. I have to say, it was very hard to understand the principal of this type of education at the beginning. School class where you don't interact with other people or won't leave your house? Sounded perfect. I don't really look for company anyway, though that online learning would save my time on traveling, everything will be online so I don't have to write as much notes. I was wrong. Digital devices should make our life easier but when you don't have any previous experience in electronic devices it can become more of stress than relief for you.

Evaluation

When I started university in February 2021, it was my first school in The United Kingdom. First school in different country so my language barrier didn't help the fact that we have been announced that our education will start online, due to Covid-19. At that moment I knew that I will have to improve my skills with digital devices really quick. My first online classes weren't the best, my laptop did not work properly, sometimes the internet connection or I could not hear the teacher properly. I felt stuck with just half of my notes. After every single class I had to go and do my notes again with the presentation available on Moodle. It is very hard to focus as well, everything is on the screen from the class till your notes and presentation. On the other hand, once you get used to it, it can become very beneficial for you. As Paola Nanni-Tate said - Practise makes perfect. On the positive side, You can study independently from anywhere, all you need is electronic device (Laptop, Phone. Etc.) and Internet of course. One of the benefits is your ability to join the classes from different places or do your school work at the time that suits you.

Analysis

My problem in the beginning was weakness in using digital devices and I had to learn so many new things while studying Uni subjects in the same time.

Conclusion (personal)

I personally prefer to study on Campus, where I can focus more. I can understand better when I see and when I am physically in the class. I would appreciate more to raise my hand right when I need to explain something than raise my hand virtually and wait for to be seen. I really miss sitting in desk, meeting other students, asking them about the classes and getting

more involved. I can not wait to go back to school and enjoy fully my first year of School. Nothing is more than real book in real hands.

Conclusion (general)

In classes on Teams I can often hear noises, my flatmates talking or my dog barking. Everyone getting interrupted. It is very hard to stay focused. It is so. Much HomeWorks to do and the inability to go library with other students after school is frustrating. We have to do everything on our own or via email.

Personal action plans

If I will ever come across Online Learning, I will definitely consider if there are other options how to study. Because Virtual world didn't really impress me. I have to make sure my laptop is in good condition and that I will have enough time and passion to educate myself on my own as online classes can not offer 100%.

2. Time Management / Organising Study

Description

When I started my University in one of our very first classes of Employability skills we had to do Time Management Tables as our Homework. I was always able to do things that I really needed to be done but I have never realised how time management can affect my life. After my first week of using Time Table I knew, one of the most important keys to success and that I need to get better at it.

Feelings

After completing my first Time Table I thought – well done, sorted. I thought that my life struggles where sometimes I could not fit everything I wanted in my day were over. When I look at my weekly, monthly plans I can be more organised and get ready for the next day as I exactly know what is my “to do list”. I set some goals for myself and planed in how long they could be achieved if I follow my guidelines. I definitely felt organised and on a good way to meet my set goals.

Evaluation

The biggest challenge was to think of what is more important and to what I should give more time, what is my priority. I didn't want to waste any of my time. My goal was to be as productive as I could. If you organised at your life/school/work, you have bigger chances to meet the goals you set.

Analysis

Very shortly after I made my Time Management tables I realised that it will not be as easy as I thought at the beginning. My first problem began when I was not able to finish my first homework on time. Homework seemed easy and I assumed that it will not be time consuming at all. I delineated one hour of time on that particular day and somehow I was not

able to do it on time. Usually I would not worry too much as I had the rest of the day, but not this time. This time I had other plans on my list. My week plans was ruined within an hour. I didn't input any spare hours. But at least I knew what was my next plants and what I can swap in between. Which I good. I could stay organised and didn't miss on anything. Next time I will add more spare hours just in case.

Conclusion (general)

Time Management in general is very important. Managing your time allow you to progress and stay focused. Is always better to plan and be ready than improvise every time. Kids in the school are being taught how to manage time already by receiving HomeWorks and completing them on time. Also having different classes in different hour on different day, they know what to expect and can get ready. Imagine having Math class but not knowing about it, you will not use any time to prepare for it and most likely you will not have Math books on you.

Conclusion (specific)

I do not like any surprises during the week or even during the month. I like to set goals and push my self to meet my goals. I need to exactly know what I am doing and what and when is my next step. Especially when I study at University is very important to manage my time right. I definitely don't want be stressed over any late assessment submission if there is a way how to manage it on time.

Action Plan

In the future I have to focus more on some breaks and time for myself as I struggled to keep up with my daily plans. I will allow my self to spent some times on my hobbies to have time to clear my head and refresh for school and work time. Over all so far so good and I have to say, I am improving. Time managing becoming part of my life.

 TIME MANAGEMENT TABLE									
	07 - 08 AM	08 - 09 AM	09 - 10 AM	10 - 11 AM	11 - 12 AM	12 - 13 PM	13 - 14 PM	14 - 15 PM	15 - 16 PM
MONDAY	BREAKFAST, WALK, WAY TO WORK	WORK	WORK	WORK, BREAK	WORK	ONLINE CLASSES	ONLINE CLASSES	ONLINE CLASSES	ONLINE CLASSES
TUESDAY	BREAKFAST, WALK, WAY TO WORK	WORK	WORK	WORK	WORK	WAY HOME, STOPPING IN THE LIBRARY	STUDYING, READING	YOGA, MEDITATION	MEAL PREP
WEDNESDAY	BREAKFAST, WALK, WAY TO WORK	WORK	WORK	WORK	BREAK, UNI CALL	WORK	WORK	WORK	WORK
THURSDAY	BREAKFAST, WALK, YOGA	PREPARING FOR CLASS	ONLINE CLASS	ONLINE CLASS	ONLINE CLASS	ONLINE CLASS	STUDYING	PREPARING PRESENTATION, STUDY	PREPARING RESENTATION
FRIDAY	BREAKFAST, WALK, WAY TO WORK	WORK	WORK	WORK	WORK, BREAK	WORK	WORK	WORK	WORK
SATURDAY	BREAKFAST, WALK, WAY TO WORK	WORK	WORK	WORK	WORK	WORK	WORK	WORK	WORK
SUNDAY	SLEEPING	MEDITATION IN THE NATURE	DOG WALKING	MEETING PEOPLE	EXERCISE	LUNCH	PREPARING FOR MONDAY CLASS	PREPARING FOR MONDAY CLASS	READING RACTISE

3. CV Writing

Description

Eventually everyone has to write their own CV when applying for a job, school, new position. CV outlines a person's academic and professional history. In most situations, a CV is the first contact you have with a prospective employer, you should definitely make sure that your CV will make a good impression. When I finished my college, CV was the first thing I had to do to when I looked for a job. Over the years I developed and did different courses and got interested in different jobs and positions. Each job I would apply to required different skills. My CV had to look different every single time. I got to the point when I applied for University and they asked my CV. I was not sure back then how CV for school should look like and what is the point and difference between regular one.

Feelings

I always like to talk about my professional experiences because I feel like it is an interesting topic. Talk about the best I have, know and am good at. But I have to remember to stick to how good CV should look like. When my University required CV I felt a little confused. Do I write all my life history? What exactly they could be interested in?

Evaluation

The thing is, I was not completely lost as I wrote CV when I was in College. CV is not such a hard to write and there is so much examples and tips how to write good CV online. You can always inspire. Your CV will be the first what your potential employer will see so there is no space for mistakes. On your CV can depend your future career.

Analysis

After I have done some research, I came across so many good examples of CV and after Class at My university where the lecture explained to us difference between CVs into details,

I understand better what I have to focus on the most. There is few specific principles to remember and you can not fail.

Conclusions (general)

I have learned that I have to write in the CV only what is important for the position I am applying for, there should not be any unnecessary extra information's which will not help you to get you desired position. It should be clear, true, and the best of you.

Conclusion (specific)

CV is my little life story, something where I want to tell who I am and what experiences or Educations I have. CV is what will or will not get me a Job. Very important to describe myself in the best way as it can have positive or negative impact on my future position.

Personal Action Plans

In the future I am going to decide what I expect and want from my new work and based on my own desires and need I will write CV more suitable for place I am applying too. I used to write all my work experiences where was no need for that. I will change the look of my CV and make it more clear and easier to orient in it.

References

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Available at: <https://www.onlineassignmentexpert.com>

RESUME OF

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NATIONALITY: CZECH REPUBLIC

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EDUCATION

02/2021 - NOW	University of Wales/Higher Education in the Work Place -	UK/London
09/2014 - 06/2017	College of hospitality (Chef) Adolpha Kolpinga	Czech Republic
09/2004 - 06/2014	High School T.G.M.	Czech Republic

WORKSHOPS AND CERTIFICATES

10/2020	Hair Technician Certificate	UK/London
09/2017	COFFEE AND LATTE ART workshop	Czech Republic
07/2017	TATRATEA workshop	Czech Republic
05/2017	ILLY COFFEE EXPERT course	Czech Republic
01/2017	BARTENDING AND WORKING FLAIR course	Czech Republic
1.4.2014-28.6.2014	Canon Photography course	Czech Republic

WORK EXPERIENCE

01/2020 - Now	Russian Hair Extensions	UK/London
01/2018 - Now	2 Love Tea and Coffee House /Barista, Tea expert	UK/London
04/2017 - 10/2017	CAFE IN TIME /Barista	Czech Republic

DUTIES & KEY SKILLS

- High quality customer service (very communicative)
- Creative, opened to new ideas
- Hard working, Passionate
- Patient
- Purposeful
- Responsible

OTHER SKILLS

Hobbies/Passions Dance, Painting, Photography, Writing, Design, Fashion