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Report on Skills for the Workplace

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INTRODUCTION

Day to day competition get rises which creates the problem for an individual that how they can deal with this competition and achieve their goals. It is identified that with the help of developing academic and employability skills they can achieve their goals with the taking of competitive advantage (Adeyinka-Ojo, 2018). It gives many benefits to the person. It is identified that there are many skills which plays a important role in the employees life so that's why they should have to improve their skills. In this report it covers the self-reflection in a Kolb's reflective model which includes the experiences and learning from academic and employability skills. It assists in the role of HR manager as it makes them more efficient and effective.

MAIN BODY

TASK 2

Reflection.

Reflection is the important part as it gives the experience and feelings of own learning. It can be more clearly understand with the help of Kolb's reflective model which assists in understanding individual experiencing with clarity (Aliu and Aigbavboa, 2017). It consists of main four stages in the Kolb's reflective model that are concrete experience, reflective observation, abstract conceptualisation, and active experimentation. In the first stage a person can physically experience that situation and because of that they want to reflect on them. In the second stage, the person can write the reflection for that situation which they faced in more deeply. Third stage of Kolb's reflective model assists in finding the ways that how a person can improve them with the consultation of their colleagues. Last stage which is the practices of ways that find in the abstract conceptualisation stage. It is the stage in which they start a new cycle. It can be clearer with my personal experiences.

As a HR manager of Marks & Spencer, it is a great opportunity for me that I was appointed as a HR of large multinational company. In that process I have face many things that make me more effective and efficient (Bhagra and Sharma, 2018). It can clearer with the use of Kolb's reflective model of first stage i.e. concrete experience. At that time, I realised that skills are very important for my career. It assists me to take more good opportunities. It is obvious that academic and employability skills are necessary for an individual, but it actually makes my career brighter. In my working I learned many things that is very necessary for my career growth. I learned because I was physically present at that situation and that is why it becomes more effective for me. I faced that organisation assigned something that should be completed

within time. From that one I learned time management. In the organisation there are many situations in which I need a good academic writing. When I am HR in the company then here are more things which I used for performing my job role. I used skills such as communication, listening, proactive, time management, interpersonal, analytical, summarizing, etc. All these skills I have used in which some of them I had to develop so that I can complete my goals and remaining I already have.

According to the second stage of Kolb's reflective model i.e., reflective observation, I am trying to clear out the things that how I can develop skills in which I have lack knowledge. I analysed during my job role that I was less efficient in time management because there were many situations in which I failed in my task only because of time management. For example, in the starting of my job organisation gave me a task that I had to found eligible candidates in the organisation for fulfilling the vacancies. I analysed that I was failed in the assigned task because I had not managed time. It was very difficult for me that I had to found people who were looking for the job and had enough skills and knowledge which can fulfil the organisational goals and objective in 10 days. That time I analysed that I have to develop time management skills so that I can accomplished my goals and objectives effectively. It is very important not only for that time but also for bright future. Time management skills are very necessary because it assist me to maintain the balance of my all work (Cotronei-Baird, 2020). With the help of this I can manage my work very well and accomplished goals and objectives.

Other skill that I found that is important for me is academic writing. I found that academic writing is very important when I had to give motives to each employee about the information related to the employees. It includes the payroll, employees leave, etc. it is very important for me when I had to inform employees about working hours, holidays, important meetings, etc. academic writing plays a crucial role in that time. I analysed that my academic writing is very well so that is why I cannot make more efforts for that one. But I learned that academic writing is very useful for every person so that is why I gave coaching to the employees so that they can build their academic writings more effectively.

There is one important skill which I usually used in the organisation i.e., presentation and public speaking (Gill, 2018). Whenever I had to conduct a meeting then I had to prepare a presentation for me which assist people to clear out the purpose of meeting. It is very essential for organisation because day to day any meetings were conducted in which I had to inform and explain the content for which that meeting was conducting. I analysed that everyone should know the importance of presentation as it assists in boosting confidence of each person. It is very necessary for me that I had to improve my presentation skills so that the purpose of

presentation can be effectively done. I used to daily attend meetings with employees as well as top level management. I analysed that I had to improve public speaking so that no one mistakenly get wrong attitude through my words. I had to used words in a very proper way.

I analysed that public speaking helps me to improve my confidence and self-esteem so that is why I realised that I had to improve this one. It is very necessary for removing the stage fear from me because in my school days I never gave a participation in debate competition because I had a fear of stage. I analysed that I could forget everything when I get on the stage so that's why I never went on the stage. But during the job role I realised that it is very necessary for every person if they want to achieve something big. If a person wants to get a successful businessman then they have the skills to front all public's questions. It is not easy, but it is crucial. So that is why I realised that it was very essential for me. I learned from one incident in which I had to give a speech in which I could not give because I was very nervous and had a stage fear at that time. My whole colleagues tried to give motivation but still I could not perform on the stage. At that time, I thought that it is necessary to reduce the stage fear.

One another skill which I realised that important for me i.e. summarizing (Griffin and Coelho, 2019). It is very important for HR manager that they should direct and guide their employees in a very precise manner so that they cannot feel any ambiguity in their duties and responsibility. In the Human resource management it is very necessary that HR manager should provide a training programme to the employees so that they can understand the job role and perform accordingly. But it is analysed that they are not understand till when they get a conclusion or summarizing of all part. It is very necessary for me that I must summarize the lecture so that they get the actual meaning. It is also important for the next lecture in which I had start the session from the summary of last session so that they can connect all lectures. I analysed that it is necessary for me that I had to develop this skill also, but I already have a good experiencing from my last academic studies.

As per the abstract conceptualisation stage of Kolb's reflective model, it is very necessary for me that I must find the ways to improve my skills in which I have lack knowledge. I identified that time management skills can be improved with the help of making or formulating a schedule so that I can complete my task within time (Hart, 2019). It is necessary for me that I must remove my stage fear so that I can improve my public speaking and presentation skills. I find out the many ways in which one is very effective i.e. conversation with mirror. I also learned that I can be able to improve summarizing skills with the help of more and more reading. I found many ways in which I improve my skills.

In the last and important stage of Kolb's reflective model i.e. active experimentation. It is the stage in which I have to make a action plan so that I can improve my skills. I gave me a time limit in the cation plan so that I can complete my assigned goals dan objectives easily. It is necessary for me that I must make a proper plan in which I had to cover all skills that I need to develop and improve. I analysed that there are many skills in which I have expertise so that is why I made an action plan for those skills which are no so effective in me. I analyse that I have a good communication, listening and interpersonal skills. So that's why I had to make a action plan for time management, public speaking, presentation skills and summarizing. So, for that purpose, I had to improve my skills with the help of action plan. It is the starting of another cycle.

From the above discussion, I analysed that it is very important for me that I must learn the ways which assist in developing skills. It is essential for me that I can improve my skills which can assist in enhancing in academic and employability skills. It is analysed that if a person can understand the importance of employability and academic skills then they can achieve their goals and objectives. Academic skills are necessary to learn something new which gives understanding of a specified topic. Whereas employability skills are necessary for candidates in which they are improves their productivity that gives benefits to the organisation as well as candidates. It assists them in their future growth and gives opportunity to enhance more.

CONCLUSION

It is concluded from the above discussion that every person needs to understand the importance of academic and employability skills. It is analysed that both skills are very important for individual as it assists them to make more effective and efficient for personal and professional life. This report covers the reflection in Kolb's reflective model in which an individual reflects their own learning experiences that what they have to do and how they can achieve them. It is analysed that with the help of developing skills a person can get more important and effective opportunities which makes their career brighter.

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