

## **Academic and Employability Skills**

### Academic and Employability skills

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Gibbs (1988)

#### Reflection

I am going to reflect on my experience of learning and furthering my education and workplace skills which are communication skills. Social skills and organisation skills. These skills I have always struggled with being a single mum of three daughters my life for many years has been full of difficulties. I have always dreamt of furthering my education and learning the new skills to help in the workplace and employability which would then benefit my children after having my children my time was obviously directed to them and my ambitions were left to just being a dream and as the years went by, I always just left it in the back of my mind.

I doubted my education ability and social interactions, so felt I would not be able to understand the concept of learning due to my age and the length of time last being in an education setting. I was feeling anxious about the meeting new people and having the misconception that others on my course would be a lot younger than me and had better knowledge and skills to achieve.

I have always dreamt of furthering my education, but being a mum to three daughters aged 2, 14 and 25, the time was never right. However, I think now is the right time to further my education and have my time to fulfil my dreams, for as long as I can remember I always doubted my abilities to achieve anything and Education was my biggest fear, School was not a good place for myself as academically I always thought I could not do well learning especially vocal skills and confidence skills this would be a real achievement. Optimism and hope are what is needed as self-belief requires an element of optimism both are connected to academic success. (Adam and Wiklurch, 2002 Day et al., 2010) the positive effects also depend on your self-confidence which I am working on. (Stella Cottrell) pg110.

#### Feelings

My sense of feeling during social situations causes distress and anxiety of the unknown and always made me feel worthless that I was unable to achieve my dreams. I always worry about other people's perception of me which then causes the anxiety. While waiting for the university interview I felt sick and sweaty just the thought of it and was nervous the whole time I was on call. My confidence is low when it comes to being academic and the entire process just puts me into a panic which then leads to all types of thoughts, worried, nervousness and anxiety. These Feelings have always been with from an early age at school I always remember the sheer panic and fear being left at school and those feelings of not being able to cope in an unknown environment. That fear of the unknown has always been with me throughout my life where that be in the workplace or an education setting. I'm feeling confident that doing the course will help me develop my social skills and communication skills which are essential in the workplace they are key elements in achieving employability and to be successful in everything you do, and I think without them you would struggle in any type of employment or a successful business something that I have never thought of until I started this process and started reflecting on myself bringing out all sorts of emotions that I've just locked away for many years and never dealt with them or even knew they were elements to achieving employability skills.

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### Evaluation

The things that went well in my experience was I applied for a higher education course as I found the strength and courage to do so. I needed the confidence skills and organisation skills to better my future for employability. I managed to get in and start the process of learning social skills and organisation skills. The feeling of achieving that was overwhelming and made myself and my children proud. I am enjoying meeting new people and learning things that I never thought would be beneficial in the workplace but knowing these skills that I have always struggled with are going to help with my employability gives me a sense of fulfilment. The things that did not go well was I had that fear of the unknown again and had the anxiety of going somewhere new and meeting new people which filled me with dread but also felt excited about my new journey and my new confidence. That self-doubt was still there, and I needed to be more optimistic to have more self-belief in myself something that I never realized was so important in the workplace and in everyday life, to evaluate in my reflection is to continue furthering my education in workplace skills and to develop my communication skills and social skills by to continue my journey in learning the tools to help develop the skills I am lacking in.

### Analysis

My analysis of my reflection is that I often worry about things that I do not need to worry about, my social skills stem from being a shy child and having bad school experience when I was younger which has then led onto my adult life. As I have got older, I now know that it is the right time to work on these skills so I can better my employability skills and improve my Children's future. Things have gone well learning to be more organised and learning to cope in social situations as I now believe in myself that I can do it and I can achieve my goals. AS said in "Too anxious to talk Social Anxiety, Academic, Communication, and students Experiences in Higher Education" (Kristen A Archbell, PhD Robert Coplan PhD) (December 30.2021) Social anxiety is related to a host of negative outcomes in the educational context including physical symptoms of anxiety reduced cognitive functioning and poor academic performance. Despite the prevalence of social anxiety little is known about mechanisms that may underlie associations between social anxiety and outcomes of higher education. I am now working on my self doubt by acknowledging them and trying to work on them I need to acknowledge what I do well instead of noticing what I could do better (Stella Cottrell) pg111

### Conclusion

My overall conclusion of my reflection is that I have a lot of self-doubt and low self-esteem that I'm unable to achieve my goals and reflecting on myself this has really opened up all of my emotions that over the years I have never really thought anything of until now and it's an amazing feeling to sit back and reflect on things that are so important in the workplace. On reflection I now know that you can overcome your fears no matter what age you go back into education my children are my main focus and supporters in me gaining all the skills that I need to achieve employability skills which are so important in the workplace confidence skills and organization skills have been challenging at times, but I know that working on them and learning all the skills on the course will then give me optimism and hope to continue with the course and to keep growing as a person until I have the knowledge and skills to get back into the workplace knowing that I have the skills and confidence to succeed in the workplace.

### Action plan

My action plan moving forward is to stay focused on why I'm attending the course and why I want to learn new skills to better myself and my Childrens future I'm going to deal with my emotions and confidence skills by attending my course as being around people will give me the confidence to learn

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and develop my social skills something that I've never dealt with. Moving forward in my course I will learn the skills to speak to someone if I feel anxious or feeling low in confidence regarding my ability to achieve, I want to keep learning skills that will develop making me confident in achieving the employability skills that are so needed in the workplace, I want to flourish in this course and prove to myself that anything is achievable and that I do have the ability to do well and excel, so my action plan is continue to work hard and to keep dealing with my struggles and eventually get my own business going knowing I have the skills to be successful in everything that I do with all the right tools and mind set. I know that this course is going to help me on my journey to learning communication skills, organization skills and social skills and more importantly learning about myself and reflecting on everything I do and getting to know my strengths and my weaknesses and working on them to gain the skills needed to be successful.

### References

1. (Kristen A Archbell, PHD Robert Coplan PHD) December 30, 2021. Google scholar
- 2, (Stella Cottrell) pg110
- 3, (Stella Cottrell) pg 111