

ASSIGNMENT
ACADEMIC AND EMPLOYABILITY SKILLS

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‘ Part 1: Employability skills are very important in all industries, both to you as graduate looking for an employment opportunity and to the employers looking to recruit talented people.

Task: Write a report of 2000 words, in which you provide an analysis of relevant employability skills that you have, or need to develop in the future to gain credibility in search of employment opportunities. You need to consider the perspective of an employer trying to recruit.'

1.Introduction.

- One business is : 'An organization or economic system where goods and services are exchanged for one another or for money. Every business requires some form of investment and enough customers to whom its output can be sold on a consistent basis in order to make a profit.'(DICTIONARY WAS A USEFUL SOURCE OF INFORMATION)
- Nowadays, for us young people is very important to have a lot of skills for one development of society. The skill in general is a ability to do something well, this is cause because today is increasing the competition between the companies. In the lives of young people is very important to feel the winners.This is the key for success , for to be proud of you.
- For me is very important this module because I need this to know all my strengths and weaknesses and as well how I can improve my skills.
- A lot of skills means to many percent to be the best at one job, and to many percent for to go at what job you like.
- Today, in the society is very important to know your capability to do some things, to know your skills because to be one personality in this word must to improve your skills.
- Because in the future I want to have my business, for me is very important to development all the skills necessary to be one good manager at my companie. My dream is to have one big business. I want to manage my business well, I know is very important to have one good team to have success but you can do training with they to be more easy for you and also for they to learn. In this moment , one restaurant is all what I need. I want to be recognized in my

country everywhere. Because from generation to generation in my family they have transmitted a different business I think that's the cause for my dream. In the next step I want to explain my own vision about what skills is necessary for my to realise my dream.

2.The skills required for the role

- **COMMUNICATION:** 'Understanding human communication is not easy-we could have based this whole book on communication skills. We probably know some love to talk,but,on the other hand,there are others who seem to have nothing to say. We could say that both are good communication if they use their skills appropriately, and in the right situations,but communication is no more about talking than it is about being quiet all the time.' (Morgan, P.,(2017) *The business student's guide to study and employability*,pp. 243)The communication is very important in one business because if you not have one good communication with your team you don't can have one good business because if yours employers are not honest with you you don't can know everythings about your business and you also you don't can know the business problems. The communication all the time at workplace make a good relationship between the employers. Also, is very important to have a good communication with your customers because they can help you to be the best, you can speak with one problem, maybe the food for he is allergic at some ingredients, must to solve this problem because this is important to keep safety the customer health.

- ‘Verbal and nonverbal communication among group members defines much team life. Individual goals, team goals, structure and norms are evident in the communication patterns that develop among members. Tasks are accomplished and relationships managed through interpersonal interaction. yet not all communication is positive, and as a result, team performance can be compromised. This chapter describes communication skills and patterns that lead to team success. It also identifies specific strategies members can adopt to improve their ability to communicate effectively. The chapter ends with a discussion about virtual communication and the benefits and challenges of virtual teams.’ (Maund, A., Schriek, M., Tinkler P. (2017) Certificate in Higher Education: Skills for Workplace Student Yearbook, pp. 45)
- **Leader skills:**

‘The word "leadership" can bring to mind a variety of images. For example:

- ❖ A political leader, pursuing a passionate, personal cause.
- ❖ An explorer, cutting a path through the jungle for the rest of his group to follow.
- ❖ An executive, developing her company's strategy to beat the competition.

Yet, while leaders set the direction, they must also use management skills to guide their people to the right destination, in a smooth and efficient way.’ (*What is Leadership*)

Leaders help themselves and others to do the right things. They set direction,

build an inspiring vision, and create something new. Leadership is about mapping out where you need to go to "win" as a team or an organization; and it is dynamic, exciting, and inspiring.

One leader is the mother for one company, he must to explain everything for employers,for the customer, must to manage as well all the business, to manage the money to do everythings. Leadership skills are highly sought after by employers as they involve dealing with people in such a way as to motivate, enthuse and build respect

- **Technology skills:**

‘Technologies do influence the world in which you live. Regardless of whether its influences are positive or negative,each technology changes how people communicate and interact.The one constant among all technologies,from cave drawing to Twitter or Snapchat to whatever technologies are next is that they are inherently relational in their understanding and use:communication foster community. At the center of all criticism and even praise of technologies rest their influence and effect on social interaction and connections among people. This influence is probably why criticism and praise surrounding each emerging technology have sounded so similar-relationships among all human technological development. Adapted to accomplish and meet relational needs,all technologies have influenced how you interact and relate with others.(Maund, A.,Schriek,M.,Tinkler P.(2017) *Certificate in Higher Education: Skills for Workplace Student*

Yearbook,pp 106-107)

For one manager is very important to have technology skills, like microsoft skills, java skills, IT skills in another words. Like a manager must to have one good ability with the computer because nowadays everything is doing just with technology. You must to store all the food from restaurant, to know how many products you have to be more easy for you when you want to make supplies for your restaurant. As well you must to give money for your employers, the computer can calculate for how many hours have and what days one employers was at work. It's true, the technology make ours life easy.

- **Problem solving skills:** In this competitive world, companies will have some problems at any time, solving the problem successfully enable the company ride out the storm or it will fail down. The typical problem solving process includes :

‘Stage 1: Clarify the (real) objective- what do you really wish to achieve (what is the problem you really want to solve)?’

For solving any problems is necessary to know exactly the problem who need to be solve. ‘If the real objective is not clarified at the beginning of the process, then it is unlikely that the problem will be solved, and the same is true if the problem is not identified correctly.’

‘Stage 2: Establishing the cause(s) of the problem:

The K-T process has five steps:

1. Define the problem.
2. Describe the problem.
3. Establish possible causes.
4. Test the most probable cause.
5. Verify the true cause.'(Morgan, P.,(2017)
The business student's guide to study and employability,pp. 298-299)

3.What skills I have

- In my opinion in this time I accumulate enough skills,because I was very ambitious, and I work all the time very hard for to learn some skills who can help me now for the job in future. I am good organizer when is necessary make one plan for one worker day,I can make it. I have little experiences in this moment, and because I have this skills I can fix problems who is coming in the business. When you have one big situation at your business and you don't have experience you not can fix that problem and this is very bad when you have situation like this and you not have experience to fix that situation your business can be down very easy.
- For me, in my opinion,the most important for one business is organization for to do everything in time, without late. I need to learn more about technologies because I want to manage everything from the computer,to make my life easy.

4. What skills I need(how I can improve)

- I need be one good leader because if you can be one and if you

can manage your business you can have one success business. For be one good leader, for have one good communication with your team, with your customer is necessary learn more experience, more knowledge. I must to improve in the first time my writing communication skills. One good leader must to give one example for yours employers, must to be the best and very honest.

- Now I understand this and because of this I try work more hard, learn how much I can daily for improve my skills all the time. I try all the time to have one good communication with my team, but I know is necessary learn more about this. I am at this course because I want improve all this at one high level. When I have this skills I can say I have one big step for start my properly business.

5. Conclusion

Given the above elements, I believe I have respected the desired theme. In conclusion, from my point of view the most important things for one career is to improve your skills all the time, to try to be the best at your work maybe or in your business as well.

References:

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