

Assessment Component 1: Coursework- E-portfolio

The fundamental skills needed to excel in any job are known as employability skills, or transferable skills. These are the interpersonal skills that make you attractive to an employer irrespective of your specific background or work history. They enhance your verbal communication, preparedness for work, and ability to work effectively in a team. Employability skills are also referred to as foundational, employment, soft, or job-reading abilities.

These are the most relevant skills for my chosen career as a cybersecurity analyst. As a cybersecurity analyst your main responsibility is to protect a company by using different technology to stop, analyze and prevent cyber-attacks. You will need to supervise, detect malicious systems and threats, act and finally elaborate a report to inform about this happening and prevent the same future encounters.

Firstly, having effective communication skills is necessary for the workplace as it utterly needed being able to understand and exchange information with our work colleagues. Specifically, one of the cybersecurity analysts' duties is to create reports and inform other members of the staff, providing training and awareness in malicious possible threats and providing advice to avoid problems [1]. Also, it is important to be able to take leadership when needed, this means taking control of a project and ensuring your colleagues understand and can execute it effectively [1]. Learning skills are also especially important to quickly understand concepts and new ways to carry out a task. As technology is always advancing it is necessary to catch up with the latest improvements [1].

For the first part of the assessment my similarity score was 3% which is much better than I expected, most of the similarities found are in fact from the reference, therefore the writing part was done by me which means I have done a decent job. To improve my score and have even less similarities the next time I ought to continue paraphrasing the information I find on the internet into my own words and continue to avoid copying and pasting from these sources to prevent plagiarism and keep my originality in my own document to achieve a 0% the next time.

Task 3

The four stages of team development were first introduced by Bruce Tuckman in 1965, which defended that these phases are crucial for teams to develop their skills, perform well, achieve their goal, plan and execute strategies when facing problems and to grow as a team [2]. He suggested that these stages cannot be overlooked if effective and successful teamwork is wanted.

In 1977, together with Mary Ann Jansen he added a fifth stage “adjourning” which referred to the completion of the project by the team [3].

The five stages are

- ★ Forming
- ★ Storming
- ★ Norming
- ★ Performing
- ★ Adjourning

The forming stage is the first one in which the team members start to set up and get to know each other, this is where organization of the team starts, beginning by defining the roles, questioning and exploration of ideas, decision making and all the planning for the coming project [4]. Consequently, the team leader handles ensuring that all team members know the goals and understand the project settled and provide guidance as the person in charge.

Next comes the storming stage where conflicts start to arise, this is caused by the competition between the members and all their different ideas and suggestions for the project. In this part the team leader needs to intervene to allow all the participants to share the ideas and secure a peaceful environment to work in. Now that the conflicts have been solved, we move to the next stage, norming, meaning that now the team starts to work efficiently. The focus is all in the project following the established rules and goals. The team works more independently towards the project's completion with the leader's supervision when needed. In the performing stage the teamwork is at its peak, everyone working is giving their best effort to achieve the project, the team already knows how to act with the instructions given and to face issues they might meet. There are no longer

confrontations between the team and the daily tasks are completed at a prominent level while the leader continues to watch their progress. Lastly the adjourning stage comes when the project is ending and information on how the team has performed is collected to decide if the teamwork has been effective for future projects. Here the team gets to say goodbye to each other for the end of the project [3].

Automatic referencing tools are modern systems that use a bibliographic generator to create a shortcut to information across the web to simplify the source of your information to make it shorter and more concise [7].

Refworks refers to an academic tool used by students and academic institutions to save time and effort simplifying the process of finding the precedence of a piece of information [5]. It eases the storage of references including files, citations or references from other sources. Includes multiple options editing and filtering references necessary for the bibliographic format and a facilitation to configure with your institution [6].

Task 2

The Cambridge dictionary defines identity as who you are, the qualities, feelings and characteristics that make you different from others [8]. Meanwhile the sense of place alludes to the emotional attachment which an individual develops or experiences towards physical places such as our home or workplace [9]. These are some of the facts that are primary for the success of one's chosen career as with no knowledge of one's identity could lead to taking unclear decisions resulting in taking professions not suited for you. Consequently, the sense of place must be considered when in the workplace to present professional behavior to show respect and work ethic.

Furthermore, values and beliefs are a set of principles and norms which we are ruled by to differentiate wrong from right [11]. They shape an individual's personality and his view of the world defining his behavior and attitude, for this all the companies have the interview process when hiring a new employee to get know them more deeply and test if they match the company's values and if they are someone who can be trusted to work in their corporation. To add, there are several types of values, firstly, personal values which refer to a person's own norms for a correct conduct, secondly, team values allusive to the ability to respect, collaborate and work with others to complete a project with professionalism, thirdly organizational values which compose a company's norms to define their aim and purpose as an institution including responsibility, respect, customer service, integrity between others [10]. Finally societal values determinate what a society finds acceptable and what not, they define the social structure in which we live [12]. Moreover, i will continue highlighting the significance of effective communication in the workplace. It is the skill which allows the interchange of information and data between individuals, this means that both transmitter and the receiver can understand each other effectively [13]. Lastly, I will also mention the importance of empathy and managing emotions when in the workplace. To begin, emotions allow people to connect with others also, it also has a profound effect in people's conduct and could lead to conflicted consequences if not controlled, this is the reason it is so important the ability to manage emotions, to avoid undesired issues and inconvenient situations, showing control and professionalism at all times [14]. Likewise, the Oxford dictionary defines empathy as "the ability to understand and appreciates other people's feelings" which is always on top of the list of any company's look out when evaluating their staff, hence being an empathetic person could increase the chances of being hired or rewarded and of course, finally being a compassionate human who shows interest and preoccupation for helping others when necessary.

To conclude, all these abilities would help me in my path in my chosen career as a cybersecurity analyst as these are some the skills the companies within this field are looking for in their prospects and in my personal level, I consider these to be skills that everyone in society should have these present to become an ethic, and respectable person.

