



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

BMSW4001

Academic Employability Skills Part 1

MYRNA MORALES
Student ID: 1917110

JOANNA WALSH
Lecturer

Table of Contents

	Pages
Introduction	1
Skills; How to Gain.	2
Academic Skills	3
Employability Skills	4
Personal Development Plan	5
CV Writing & Cover letter	6
Public Speaking	
Conclusion	7
Appendix	
References	8

Introduction

The academic personal career is about to begin in this module, to have the academic essay writing skills. It is about personal development plan, how to develop and build the academic knowledge skills in innovative technology. Using computer and exploring internet and having digital skills. How to research and applied for the employability skills. Applying the SWOT (Strength,Weakness,Opportunities and Treats) Analysis. Skills that are useful in the Health and Social Care career. It is also about how to manage and know how to use the Time Management Tools. How applied the Professional Development Plan, to learn the Smart goal technique and proper speaking in public. How to develop the critical thinking, and the analytical thinking.

Skills: How to Gain and Develop

The skills are ability that gain from training, skills that we use in everyday life, can gain and improved through practice. Skills that well develop need a lot of time and strength to gain and learn. Skills that can be divided in personal and interpersonal skills., It includes in circle of work, time management, teamwork, leadership. Skills are always needed like self-motivation, self-assessment. There are some of the basic skills that people need to come up with in modern economy. Categories of broad skills are human, technical, and conceptual.

Benner (1984), following Dreyfus (1980) suggested that five stages in the process from novice to expert: novice, advanced beginner, competent, proficient and expert. Both skills and tacit knowledge, develop through, the process of learning from practice, psychically and psychologically.

Soft Skills-are interpersonal people skills, character traits, attitudes, emotional and career intelligences attributes to the components. As said, by Portland Business Journal, people skills are, understanding our self and mediating our responses and reaction, talking clearly, and empathizing properly, creating the relationship of trust, respect, and responding in good action. An ability to communicate properly in friendly way especially in business world. People skills also categorized in psychological skills and social skills which related to one's personality. communication, organization, punctuality, critical thinking, social skills, creativity, interpersonal communication, teamwork skills are the most needed in job market. Communication- is let you understand and be understood by others. Its exchanges thoughts of information or ideas. Communication skills are fundamental for individual, team and organizational success (Kinnick&Parton,2005) Soft skills are all well integrating an effective communication, awareness, being good team player, flexibility and positive attitude. Listening first, be active listener, then express yourself, ability to persuade others. Focus on attention having eye contact, clarity on what you are communicating. Teamwork skills -being good team player needs how to accept what you can help to others and having strong ethic and enjoy being with others.

Hard Skills -are also technical skills, relating to any specific situation or task, which includes specific methods, procedure, processes, and specific technique. Skills that gain in technical or academic qualifications, skills usually learn in classroom books, or other training job material programs. Usually includes in cover letter and in curriculum vitae, includes a degree certificate, computer programming, capability to speak in other languages. Mostly used in hiring and interviews, so the employers can be sure that the applicants can do what is in resume letter. It can also learn through manager perspective, in every situation or location of the job.

-

Academic Skills

Academic Skills are also known as study skills, and always important to continue and be well educated. Time management tools –it is useful to use this method, to distinguish which is important to do first, in your daily basic tasks. To organizing, making time slots in which in daily routines, do first the necessary. Organize which is the priority, or urgent to do in daily, in weekly, and the monthly task. Even in the workplace it is especially important to have the time management plan. To ease and be punctually in the limit of your task. It is immense help to save time, less stress, more quality time, and more productive work. Wisdom, Intelligence and Creativity (WIC) simple main characteristic with personal values, capability to distinguish the right skills at the right time. With intelligence and creativity applying the experiences and knowledge are become good.

Planning-to be good in time management should be organizing everyday daily basics, organize to subdivided how from morning till night. Which applicable in workplace, situations to reach the proper due time, Collaboration with your colleague will be good also in planning. The objective goals to make satisfied the client. Determination-we choose to priorities our goals, to achieve our aim, to be achiever. It says that having strong focus and determination is also elevated risk, especially using technology that not having time to enjoy of good things around, concentrated in front of computer is not necessary things that everybody does not love to do now, but needed for the assessment. One of the ways to improve the employability and academic skills. Most of the students 27%are spending their time in front of computers. Especially now, that all classes are in Distant Virtual Learning (DVL)to follow the government guidelines in social isolation. Mostly also of the workers are working at home last nationwide lockdown too. Range of development of interpersonal skills experienced of every student and issue that in every Universities worldwide had faced. The ability of broadening the skills in critical thinking and analytical thinking. In these worldwide pandemic situations, be useful to help others too by having right social skills. In well-known text, noted that one of the ‘habits’ in effective people possess is that the beginning “with the end in mind” To finish this module in this year, is also the beginning for the onward career. Stevy Covey (1989).

Employability Skills-that needed for applying in the job world in which we wanted to work in our entire life. The forms of developmental skills are personal development plans are not necessary in workplace, but they are essential. Professional development plans are very essential in working lifestyle, in the big companies. Interpersonal skills, IT skills, management skills, communication, and literacy listening and in written communication. The digital skills that last 3 decades ago are not yet available in university as the smart phone, Internet, WI fi notebook, computers, video conferencing, So, the millennial ages have more advantages than the 1970s students. In this case, the presentation skills of the students and in employability skills of the new generation are more useful trough the jobs. To develop these skills, needs the Kolb’s Learning Cycle (Kolb, 1984) which is habitually use as the basis for developing training and development programmer. The basic principles on based on individual experience and through learning new skills is through apply the four activities in cycles, concrete experienced, observation and reflection on experienced, theorizing and developing that concept in innovative ideas and then

testing the new concept. Important skills also are known how to deal in team working, the employers are satisfied if the team is consistent of Belbin team roles theory that every individual that are different knowledge can be successful in group that strength and weakness of one individual will become a good team player, that can easily achieve the goal. (Belbin, 1981) So, to analyses the employability skills needs the **SWOT** (Strength, Weakness, Opportunities and Treats) Analysis.

Strength	eagerness., punctual, patience, comprehensive well organized, precise goal maker
Weakness	compassionate, trustworthy, humble, loyal, faithful
Opportunities	degree holder, learning innovative technology, new job.
Treats	It Skills, Time management, language barrel, commitment, public speaking or presentation skills, gathering research information.

PERSONAL DEVELOPMENT PLAN – Using these tools will help to have Smart and good goal represent for Specific Measurable, Achievable, Realistic and Time based. Means that within specific set of time needs to realize what you want to achieved with good knowledge. So, the weaknesses also becomes strength and the Treats become opportunities which can be better to use and gain to have employability skills.

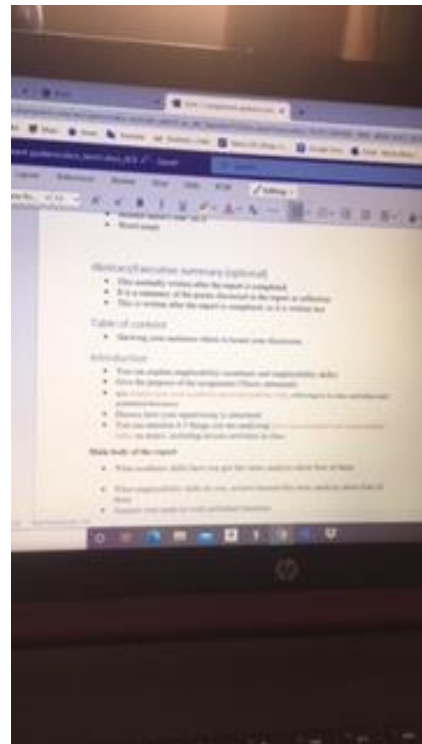
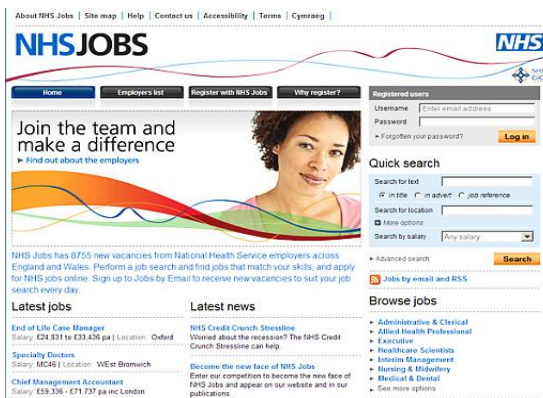
Curriculum Vitae and Cover Letter Writing Skills – For Applying to job market and different agencies, we need this skill because all our skills, experiences, competences and personal data information will be seen when start applying to the job that we are interested. Especially in Health sector all the soft skills, that we develop in studying in universities examples, IT skills, reading, problem solving, presentation skills, speaking in public, critical thinking, analytical thinking, skills manager or leadership skills. It is all in its content of the CV and Cover Letter. Nowadays, is easy already to create CV because in website or in Internet there are already ready template to fill, compared last three or 2 decades ago, to create one need typewriter machine, will took weeks to reach the receiver and need to send by post office but now it is the convenience of electronic mail through smart modern technologies device just a matter of seconds can already receive by the receiver in the other part of the world.

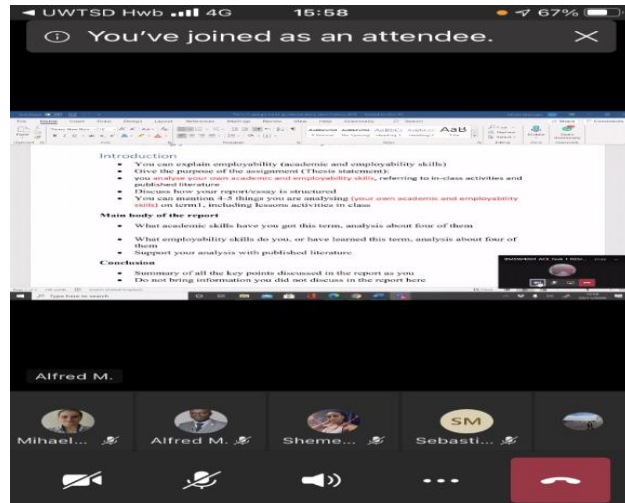
Public Speaking Skills – or presentation skills is really a good characteristic especially having a career as a Social Care to advocate properly. Not all people have this talent, as good communicator. Good delivery of information is useful in any kind of job and advantages to other candidates in searching jobs. Needs courage, concentration, speaks clearly and have the talent or skills to engage the audience's attention.

Conclusion

This module is important to go ahead in next level of the Academic progress. Even though it is hard, trying to do it with the instructions and feedback of the lecturer and its third attempt. However, still proud that learning the academic skills and employability skills, which be especially useful in pursuing to the future job and keep learning new techniques. Still and always have the excitement to develop the creativity and having knowledges in the future subject which relevant to Health and Social Care.

Appendix





7

References

Morgan, P. (2017). *The Business Student's Guide to Study and Employability*. [online] SAGE Publications Ltd. Available at: <<https://uk.sagepub.com/en-gb/eur/the-business-students-guide-to-study-and-employability/book241260>> [Accessed 14 December 2020].

HBR Handbook, (2017)

. *The 17 Skills Leaders Need to Stand Out*. Harvard Business Review Manager's Handbook. Harvard Business Review Press Boston Massachusetts USA - Bing. [online] Bing.com.

Available at:

<<https://www.bing.com/search?q=The+17+Skills+Leaders+Need+to+Stand+Out.+Harvard+Business+Review+Manager%E2%80%99s+Handbook.+Harvard+Business+Review+Press+Boston+Massachusetts+USA&cvd=04n8967f3388b44a39cafc15ea3fa0ac&FORM=ANAB01&PC=HCTS>> [Accessed 11 November 2020].

In-text: (Covey, Schmid, Douma and Eisenstadt, 2017)

Your Bibliography: Covey, S., Schmid, C., Douma, L. and Eisenstadt, L.,

(2017). *Employment Resource Guide*. 17th ed. SAGE Publication London Ltd: SAGE Publication London Ltd, p.128.

In-text: (Booklet written and produced by Careers & Employability, 2017)
Your Bibliography: Booklet written and produced by Careers & Employability, 2017. CVs and
Covering Letters. [online] Cardiff.ac.uk. Available at:
<https://www.cardiff.ac.uk/__data/assets/pdf_file/0011/176393/CvsandCoveringLetters.pdf>
[Accessed 6 December 2020].

Nickson ,Warhurst,C.Commander,J .,S.A.,Cullen., A. (2012) Economic and Industrial
Democracy.Vol.33[1]:65-84

Doyle, A. (2020) *TOP Hard Skills Employer Seek Available at [http://www.the the
balancecareer.com](http://www.thebalancecareer.com)*

***(Accessed 30 March (2020). Gallagher, K (2010) Skills Development for Business and
Management Students. Oxford:OxfordUniversity Press (chapter 10)
Belbin website:[wwwbelbin.com/about/Belbin-team-roles/](http://www.belbin.com/about/Belbin-team-roles/)***