

INTRUDUCTION AND BACKGROUND

- I was born in Pakistan
- I completed my BA in Pakistan 2001
- I started working in a bank in 2002 till 2010
- I worked in sales, marketing, Deposit mobilisation, and Operation department.
- In 2010 I moved to the UK
- Since 2010 I have not worked or studied
- I want to start my career in the banking industry
- Academic and Employability Skills is the first step to achieve my goals



INNOVATION
SALES
PERFORMANCE
OPPORTUNITIES
MARKETING
PLAN
IDEAS
COMPETITION
BUSINESS



CUSTOMER
VENTURE
TEAMWORK
TEAM
SUPPORT
STRATEGY
PROFIT
GOALS

How will I
become a
bank
manager
after this
course???



STRENGTHS

- Teamwork
- Positive Attitude
- Good people skills
- Never give up
- Fast learner



WEAKNESS

- Time management
- Distracted easily
- Academic writing skills
- Management skills



SWOT Analysis

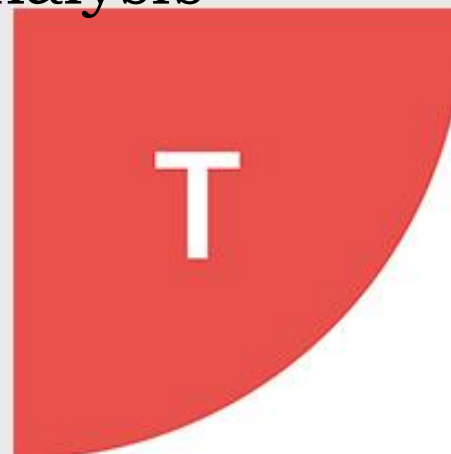
OPPORTUNITY

- To improve my Employability skills
- To get qualifications
- To start career



THREATS

- Take too long to make a start
- Job opportunities
- Family priorities



Personal development plan

My goal: I want to qualify as a Bank manager

What do I want / need to learn	what will I do to achieve this?	What resources or support will I need	What will my success criteria be	Target date for review	
Time management	make up a time schedule to set myself deadlines and force myself to follow the schedule	Download time management app or google calendar to help record me To Do List and check the result to conclude the experience	The task on me To Do List will be finished on time that will make my work efficiency high	2 Months	
Academic writing skills	Practise reading and writing as much as possible improve vocabulary	use online apps, read article, books practise writing reports, letters and use dictionary	I will be able to write out my own CV. Write out letters and reports with a good structure, clear grammar and punctuation	After finishing this course	
People skills	I have a good level of people skills, but I need to polish my interpersonal skills	People skills courses, interact with peoples, teamwork with classmates Practise active listening	Good relationship with customers and colleagues Create good team atmosphere	Progress as I go a long	



Time Management tools

- Write down my goals
- Organize my weekly schedule
- Set my deadline
- Prioritize my tasks
- Analyze the time I spend
- Make To Do List
- Use calendar





CONCLUSION

- Eight years working experience in a bank
- Need qualifications and skills to work in the UK
- Identify my strengths and weaknesses and improve on them
- Plan and stick to it



References

A. Mann (2018) *5 top tips for creating an effective PDP*. Available at:

<https://jobs.natwestgroup.com/posts/5-top-tips-for-creating-an-effective-pdp>

G.Guthrie (2020) *'A comprehensive guide to creating your personal SWOT Analysis; Cacao [Blog]. 26 July* available at:

<https://cacao.com/blog/a-comprehensive-guide-to-creating-your-personal...>

R.Kukreja Last (updated March 4,2021) *10 practical way to improve type management skills* .Available at:

<https://www.lifehack.org/articles/productivity/10-ways-improve-your..>