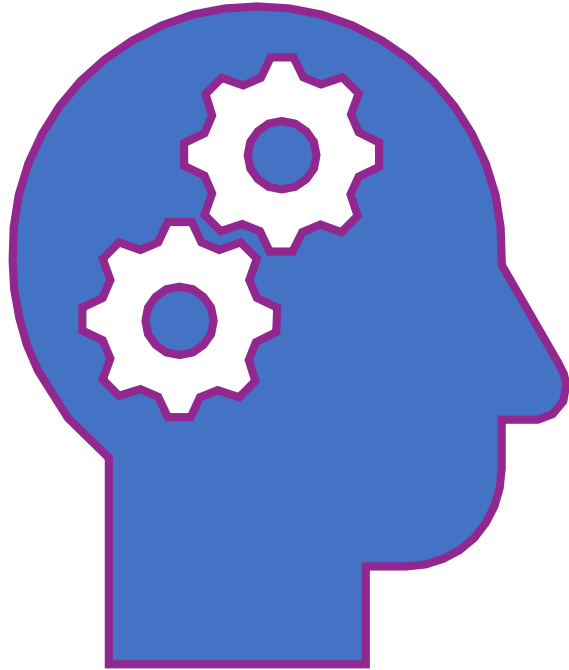




ACADEMIC AND EMPLOYABILITY SKILLS

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2019136

Lecture's name: Shao-Lan Yuen

BMSW4001

OVERVIEW

SWOT
ANALYSIS

PDP

TIME
MANAGEMENT

CV WRITING

REFERENCING

CONCLUSION

SWOT ANALYSIS

STRENGTHS

- ▶ PUBLIC SPEAKING
- ▶ TEAM WORK
- ▶ LEADERSHIP



WEAKNESS

- Time Management
- Focus
- Organizer

PDP

Personal Development Plan

Focusing Skills

I need to improve this by
focusing
on more important things

Organization

I need to improve this by
putting in order what's
more and what's least
important

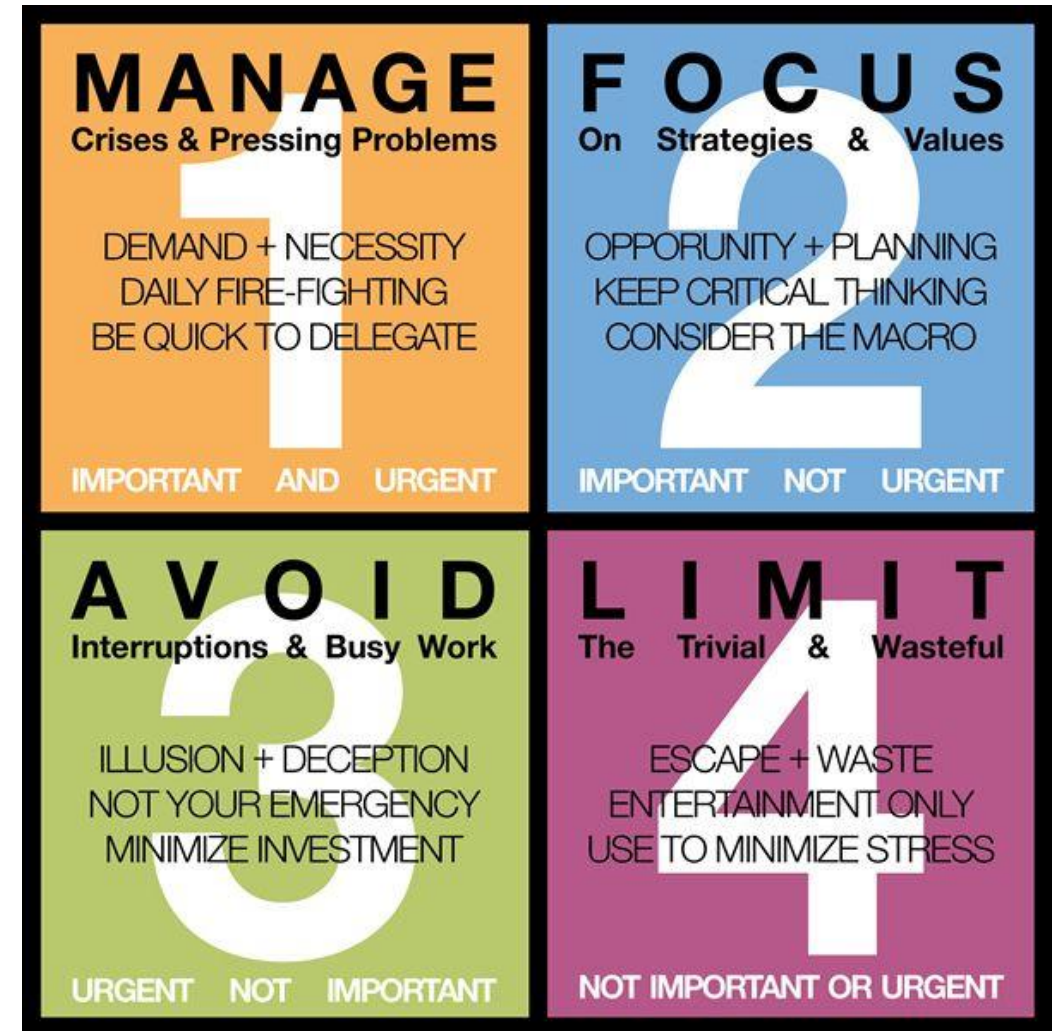
Time management

I will improve this my
using my time more
effectively on important
tasks

Time management

What is time management? / Why is it important?

- ▶ Using your time usefully and to full efficiency
- ▶ Time management is the action of managing your time wisely
- ▶ It enables the idea of 'working smarter and not harder', and having done everything important in less time.
- ▶ 'The key is in not spending time, but in investing it. Most of us spend too much time on what is urgent and not enough time on what is important. The challenge is not to manage time, but to manage ourselves. Stephen R'
- ▶ Its important because when you are able to manage your time successful you are able to use it productively.



Stephen R.Covey- The 7 habits of highly effective people. (1989)

Referencing

- ▶ Stephan .R. Covey- The 7 Habits of Highly effective people. (published 1989)
- ▶ https://www.mindtools.com/pages/article/newHTE_00.htm#:~:text=%E2%80%9C9C%20Time%20management%E2%80%9D%20is%20the%20process,tight%20and%20pressures%20are%20high.
- ▶ ‘Covey’s’ Quadrants
- ▶ CV- Library



To conclude I would like to end my presentation with the fact that, by reading and attending my class, I was able to improve my time management skills and adapt to them well and so now I can manage my time well when doing work around cars etc.



Nether the less I would also like to say that CV writing will be a very useful skill to have for myself as I would like to work as a professional MOT Tester and knowing how to write a successful CV will get me in that position.



Thank you for taking a time out of your day and listening, it was a pleasure discussing this with you.