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Module name: Academic and Employability
Skills (TASK 1- Group 2)

Module code: 4001

Lecturer: Sylvia Hoffmann

Overview

- My intended career
- SWOT analysis
- Time management
- Several Skills
- PDP (how you will improve your weaknesses)
- Conclusion
- Reference

My intended career

Construction manager

❖ I have these skills:

- Strong communication
- Strong attention to detail for conducting site inspections
- An awareness of health and safety procedures and legislation

❖ I don't have and I need these skills:

- Time management
- Leadership skills
- Excellent planning and organisational
- resilience and problem-solving
- an ability to make decisions under pressure

SWOT Analysis

- **Strengths**

punctual, responsible, flexibility, honest, polite, etc

- **Weaknesses**

Insecure, too detail oriented, it is difficult for me to in speak in public , I don't reflect well when I work under pressure

- **Opportunities**

Study at the university, find better job in the future ,personal growth, improve my lifestyle

- **Threats**

Economic Crisis, language difficulty

Time management

- Start my task early
- Set limits
- Give myself breaks
- Schedule my tasks and me deadlines
- Organize my workplace
- Learn my productivity patterns
- Use technology to help me stay responsible
- Focus on one task at a time
- Reinforce my good habits

PDP (how you will improve your weaknesses)

- I fight with the skills I have
- Improving in the areas I needed to improve
- With nothing to stop me
- Bad habit of wasting time on social media and eating badly
- To stop avoiding tasks to lack of confidence
- The others motivate me about my weaknesses with a that “YOU CAN”

Conclusion

- to encrease my strengths
- to eliminate my weaknesses
- take advantage of my opportunities
- clear my obstacles
- to put good habits .
- Improve my time management

TIME MANAGEMENT = PROFESSIONAL SUCCESS

References

- Putter, M (2021) What is a personal development plan? [What is a personal development plan? | SWOT Analysis, How To Write \(cpdonline.co.uk\)](#) [Date last view: 4th August, 2022]
- Editorial Team, Indeed (2021), How To Start Improving Your Weaknesses (With Steps and Tips) <https://www.indeed.com/career-advice/career-development/improving-weaknesses> [Date last view: 5th August, 2022]
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Thank you

- Questions