

Academic And Employability Skills

BMSW4001

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Table of content

- Introduction
- Advantages
- Tools for own analysis
- SWOT
- PDP
- Conclusion
- REFERENCES

Introduction

- Academic skills are made from centre talents, which include instructional writing, presentation skills and referencing, which underpin greater complicated talents, which include important wondering and reflective practice. Employability Skills may be described because the transferable skills wished via way of means of a character to make them 'employable'.

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- Academic skills help to encourage individuals and make them efficient learners. It provides help to students in participating within different courses. There are several ways to analyse own skills and abilities. This is known as a process of self-analysis. It is beneficial for an individual to evaluate own strength and manage the performance in academics.

Advantages

- **Commercial and general awareness:** The employment skill is for notching up general knowledge of a job aspirant about business and understanding for industry in which they are aspire for getting into.
- **Soft skills and personal management:** The skills assist student to initiate working and impacts on relationships with others in professional life.

Use of tools and application in own situation

- SWOT analysis is an effective tool that helps a person to recognise strengths, weaknesses, opportunities and threats.

PDP

What do I want to learn?	What do I have to do?	What support and resources will I need?	How will I measure success?	Target date for review?
Time management	Time management skill has to be developed so that I can complete my project work in specified deadline.	My tutors will provide loyal feedbacks and this will help to improve my time management skills.	I will measure my success rate on the basis of reviews given by tutors.	15 th august
Decision making	I have to enhance my decision making skills as this will help me to increase my efficiency to tackle the project work properly.	My team and group members were asked about my experience and working capabilities.	Feedbacks will be taken from seniors and tutors and on the basis of their review performance is measured.	22 nd August

PDP

Planning	For developing planning skills there is requirement of training and managing everything related to daily activity in effective manner will assist me in developing my communication skills.	Taking advice and suggestions from my seniors	Monitoring and controlling different activities	27 th August
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CONCLUSION

- It is concluded the above report, Academic and employability skills, both are Important for personal and professional life. There are several ways to identify own strength such as SWOT analysis, PDP, etc.

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