

Academic And Employability Skills



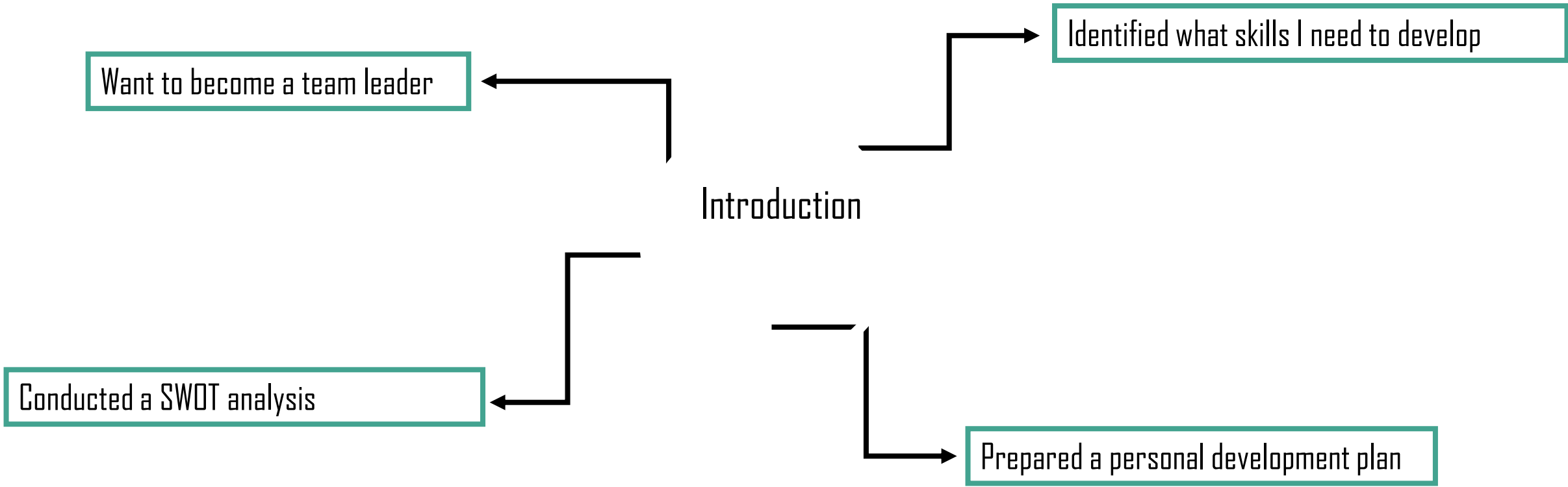
Floarea Balan
ID: 2029242

Module code: BMSW4001_LON
Module Leader: Sylvia Hoffmann

Table of Contents

Introduction
SWOT Analysis
Skills Required for Becoming a Good Team Leader
Skills I Already Have
Skills I Need to Develop
Personal Development Plan

Introduction



SWOT Analysis

Strengths

- Enthusiastic and inspiring person
- Innovative mindset
- Critical problem-solving skills
- Delegating tasks
- Maintaining excellent relationships
- Positive attitude
- Good time management skills
- Empathic

Weaknesses

- Poor communication skills
- Lack of technology, new IT system
- Unable to make swift decisions
- Bad at resolving conflicts
- Can appear shy in front of audience

Opportunities

- Explore different working environments
- Wider career prospects
- Do not have rigid career progression

Threats

- Not used to work with diversified groups
- Got bored easily

Skills required to become a good leader

Effective problem-solving skills

Effective communication and IT skills

Effective delegating skills

Positive attitude

Decisiveness

Mediator

Skills I Already Have

Effective problem-solving skills

Effective delegating skills

Positive attitude

Skills I Need to Develop

Effective Communication skills

Effective IT skills

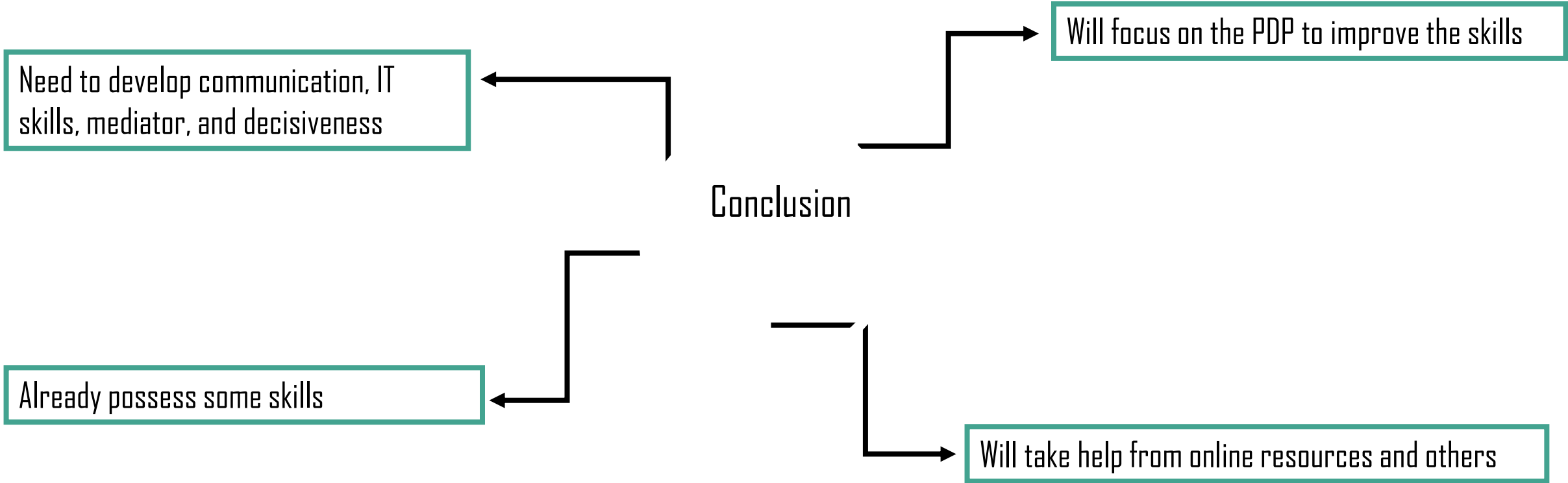
Mediator

Decisiveness

Personal Development Plan

Goal	How?	Resources	Time
Developing communication and IT skills	✓ Listening more ✓ Paying attention to others' non-verbal gestures such as facial expression ✓ Asking feedback from others ✓ Subscribing to technical magazines	Taking help from online tutorials and attending online seminars to improve communication skills.	2 months
Developing conflict-resolving skills	✓ Letting both parties explaining themselves ✓ Maintaining calm tone ✓ Prioritizing areas of conflicts	Online tutorials	1 month
Decisiveness	✓ Sticking to my mission ✓ Avoiding decision fatigue ✓ Controlling what I can control	Attending seminars and taking help from colleagues	1 month

Conclusion



References

- Gmelch, W.H., 2017. Five Skills for Becoming a More Effective Team Leader. *Studies in Higher Education*, 56(2), pp.120-128.
- Groover, S. and Gotian, R., 2020. Five 'power skills' for becoming a team leader. *Nature*, 577(7792), pp.721-723.
- Jackson, D., 2015. Employability skill development in work-integrated learning: Barriers and best practice. *Studies in Higher Education*, 40(2), pp.350-367.
- Piercy, N. and Giles, W., 2019. Making SWOT analysis work. *Marketing Intelligence & Planning*.
- Vishnu, P., 2018. *Handbook on employability skills*. [Place of publication not identified]: Lap Lambert Academic Publ.
- Zakaria, N. and Taiwo, A., 2014. The effect of team leader skills and competencies team: A structural equation modelling approach. *Asian Social Science*, 9(7), p.151.