

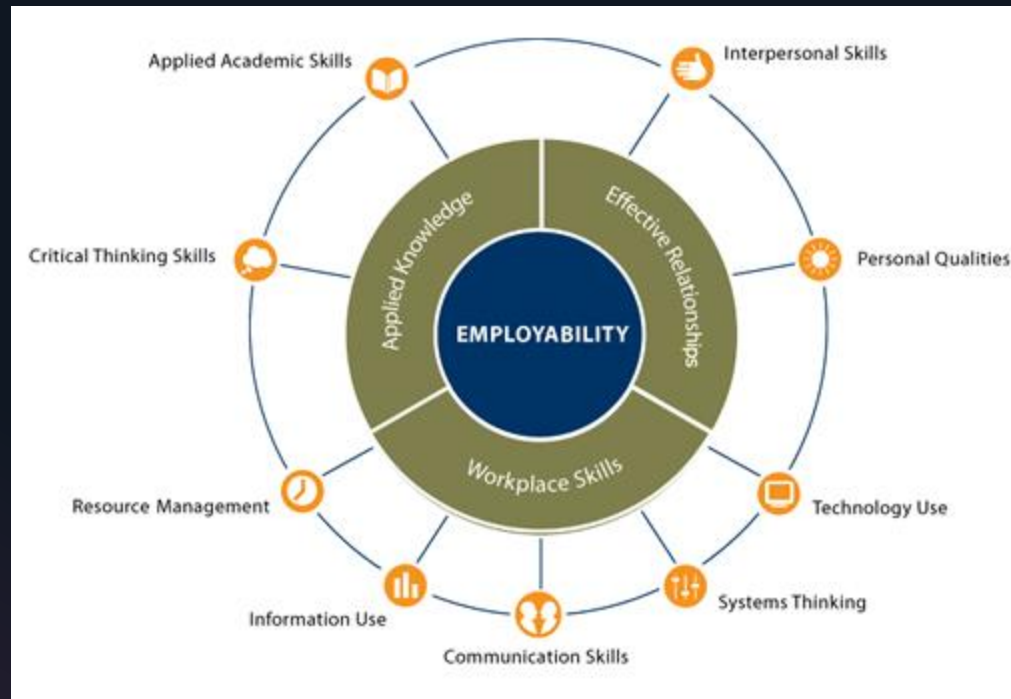
Task 1: Individual presentation
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Name course: Academic and
Employability Skills
Course code: BMS4001_LON
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Introduction

In higher education, the contents of different modules are selected by focusing on the formation of a few specific skills of the students. Those are mainly the skills of academic and employability. The students are provided with various learning opportunities through practical and theoretical activities. It allows them to gain those skills which are beneficial for their personal and professional development. From the perspective of an individual, it is also important to reflect on the learning experience for being on a proper track. In this presentation, there is an analysis of the academic and employability skills that I have gained from the learning of my modules.

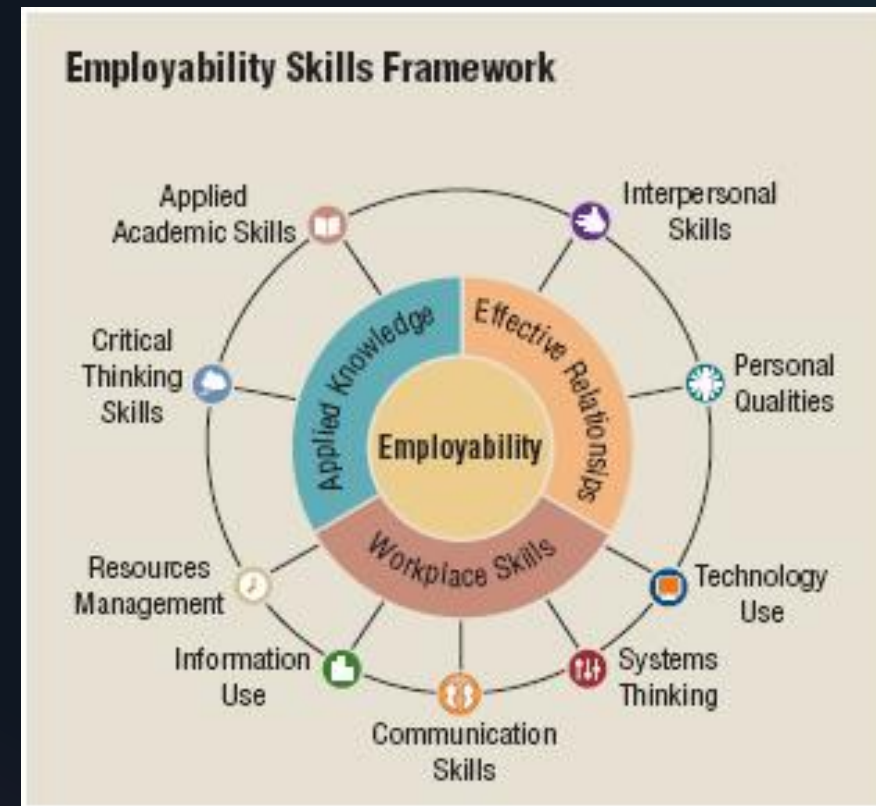
- Verbal and non-verbal communication
- Problem-solving
- Creative skills for handling conflicts

My academic and employability skills



Cont. My academic and employability skills

- Collaboration and teamwork
- Critical thinking and decision-making ability
- Leadership and professionalism



Personal SWOT Analysis

Strengths

- My standard of communication skills is good enough
- I am good at managing time
- The skills of solving problems and making decisions are of moderate level
- I know how to adapt myself to a new environment

Weaknesses

- I have lack professional experience in terms of communication and teamwork
- I am not that good at critical thinking
- I have a moderate level of decision-making standard as I haven't got many opportunities of handling conflicts



Cont. Personal SWOT Analysis

Opportunities

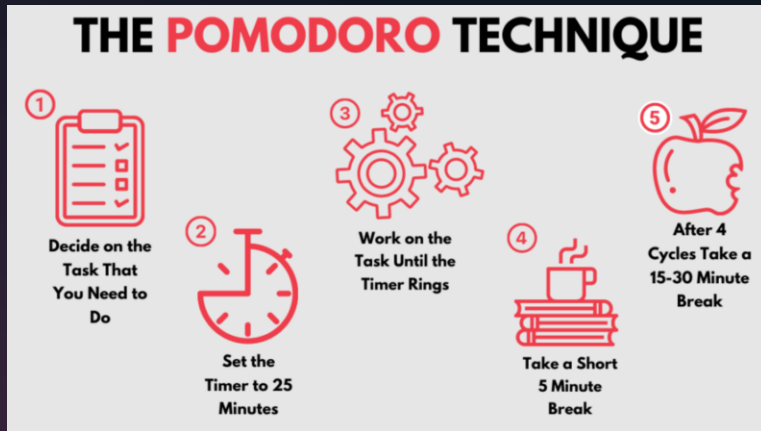
- I have the opportunity to get selected by employers mainly because of my body language
- As I am working on the development of my personal skills by following a PDP then it will be easy for me to identify my weaknesses in real-time
- Being a part of higher education, I will also get continuous opportunities for involving myself with different challenges and gaining employability skills practically

Threats

- Improper application of time table can make me distracted and I can also be a victim of procrastination
- There is an availability of many candidates with similar skills and the employment environment is very competitive. I must have something unique as compared to them to get selected.
- I need to wait a few more years to gather some particular work experiences to diversify my work portfolio. Until then I may get fewer opportunities.

Application of Time management tools

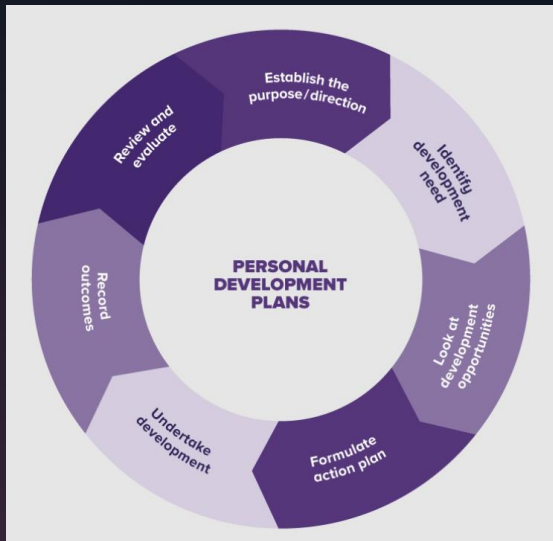
- The time management tool is essential for prioritising important activities
- It helps an individual to avoid distraction and procrastination
- If a student is able to complete his activities within the due time then there will also be less stress and anxiety
- The skills of time management are considered as one of the matches your skills within an individual
- I have found the technique of Pomodoro very useful for the completion of my most of the academic activities



Personal Development Plan

The personal development plan of an individual should consist of his weaknesses. In my case, I have found the following weaknesses and my PDP is based on those.

- Lack of critical thinking ability
- Poor decision-making skills
- Lack of professionalism



Conclusion

It is found that I am good at communication and I am also able to get myself adjusted to a random environment. These have a direct impact on the development of my character and body language. As I lack professional experience then my primary weaknesses are in terms of solving problems, making decisions and thinking critically. I need to make the application of my communication and team working skills for getting knowledge from others through peer to peer learning. The success of an individual depends on the continuous intention of learning and I am trying to do that exact thing.

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THANK YOU!