

Academic and Employability Skills

Task: 1

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Introduction

- The author of the study has the aim of selecting his career in the field of the construction industry.
- The author aims at providing a concept of academic and employability skills and their importance.
- The author's aim is also to provide his selected career and required skills for this career field.
- The author is also going to provide a personal swot analysis, a concept of various time management tools, and a PDP.



Academic and Employability Skill

- Employability skills are the abilities needed to obtain and keep a job. In more contemporary usage, the term is sometimes used to denote the academics or fundamental abilities on which an individual must build job-specific abilities (Kenayathulla, Ahmad and Idris, 2019).
- Academic or research abilities cover a variety of issues, such as "managing oneself," reference, writing, and critical thinking (Mansfield, 2020).
- Both academic and employability skills are interconnected to each other and are essential for professional career advancement.



Importance of Academic and Employability Skills

- Academic and Employability skills are very crucial to develop for the sake of professional career development.
- According to research, acquiring these abilities while in schooling can lead to favourable economic and professional outcomes for the individual.
- Academic and employability skills boost the productivity of individuals.
- Academic skills influence and ensure academic success (Duckworth et al., 2019). The employability skills ensure boosting confidence and productivity which not only ensures the successful completion of duties and responsibilities but also ensures professional career development.



Selected Career

- The author has selected a career in the construction industry as a site manager.
- To guarantee a project is completed responsibly, on schedule, and within budget, site managers oversee design and construction projects.
- Site managers, usually referred to as construction managers are all in charge of overseeing building sites and project management.



Required Skills

- A site manager needs to possess some skills and abilities to perform his duties and responsibilities effectively.
- There are several skills and abilities which must be developed by the author to become a site manager.
- Such skills include communication skills, critical thinking and problem-solving skills, motivation skills, decision-making skills, communication skills, teamwork skills, time management skills and so on.



SWOT Analysis

- **Strengths-** The author has some skills which are his strengths which include communication skills, time management skills, critical thinking and problem-solving skills.
- **Weakness-** The author has some lacks in teamwork skills, motivational skills, and decision-making skills which are considered the weakness of the author.
- **Opportunities-** The author has some opportunities to grow his career as a site manager because the author has strong communication skills, time management skills and critical thinking and problem-solving skills which are very crucial to be a site manager.
- **Threats-** Teamwork skills, motivational skills, and decision-making skills are very crucial to be a site manager but such skills are the weakness of the author which may act as threats to the author in the path of becoming a successful site manager.



Time Management Tools

- Time management tools help to use time properly to get any task done properly.
- Some time management tools are Toggl Plan, ClickUp, Rescue Time, Pomodoro and so on (Khoda Bakhshi and Ahmed, 2021).
- These time management tools help individuals to manage time for any work.
- There are a lot of features in these time management tools.



Personal Development Plan

Required Skills of Development	Date of Completion	Ways to Accomplishing	Success
Communication Skill	25/07/2022	The author has learned communication skills by communicating more with people (Patil et al., 2022).	The author has learned this skill and now can communicate with anyone without any hesitation.
Time Management Skill	15/08/2022	The author has divided time into slots to complete every task.	The author can now manage every task with adequate time.
Problem Solving Skill	10/08/2022	The author has taken problems to find solutions for them.	Now it is easy for the author to solve any problem.
Decision Making Skill	05/09/2022	The author has made decisions to make it a good habit.	Now the author can decide on their own.
Teamwork Skill	30/07/2022	The author has worked with teams to understand it better.	The author now can work with diverse teams (Achillas et al., 2019).
Motivational Skill	20/09/2022	The author started to motivate the teammates.	Now the author motivates the overall team for work processes.

Conclusion

- This individual presentation is about academic and employability skills, which are important to be known by the academic students.
- Academic and employability skills help to get opportunities to do better in the professional and academic lives as well of the students.
- Academic and employability skills help to increase productivity in work.
- Communication skills, time management skills, motor skills and so on are academic and employability skills, which are important to be known and used in the academic and professional lives.
- These skills even help to create a good personality by making the weaknesses strong and continuing them to implement wherever possible.

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*Thank
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