

MODULE:ACADEMIC AND EMPLOYABILITY SKILLS
ASSIGNMENT NUMBER:BMSW4001
TASK 1

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INTRODUCTION

- The personal development plan will be depicted in this presentation.
- Time management tools will be mentioned for ensuring proper organisation of tasks.
- The strengths and weaknesses will also be depicted for establishing proper development plan.



MY PERSONAL SWOT ANALYSIS

<i>Strengths</i> • Experience in gastronomic field • Skill developed as a fast worker • Knowledge of Google, MS Excel, MS PowerPoint	<i>Weaknesses</i> • Lack of academic writing skill • Lack of time management skill • Lack of public speaking ability
<i>Opportunities</i> • Developin communication approaches • Time management techniques for organisation of work	<i>Threats</i> • Failure in academic writing area and public speaking area in past instances

TIME MANAGEMENT TOOLS

- Task: *To-do list*
- People: *Address book*
- Information: *Notebook*
- Time: *Calendar*



MY PERSONAL DEVELOPMENT PLAN

<i>Objective</i>	<i>Action</i>	<i>Resource</i>	<i>Timeline</i>
To improve public speaking ability	Establishing effective communication	• Routine set-up • Maintaining notebook for daily tasks	3 – 4 months
To improve academic writing ability	Learning editing and proofing of sentences	• Participation in seminars, debates • One-to-one interactions	5 – 6 months
To work upon time management skills	Proper organisation of tasks to be performed	• Grammar practice • Concise writing	4 – 5 months

CONCLUSION

- Thus, the personal development plan needs to be followed.
- After that, I can work prominently to improve my lag areas.
- Time management is important for proper organisation of tasks.



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Thank

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