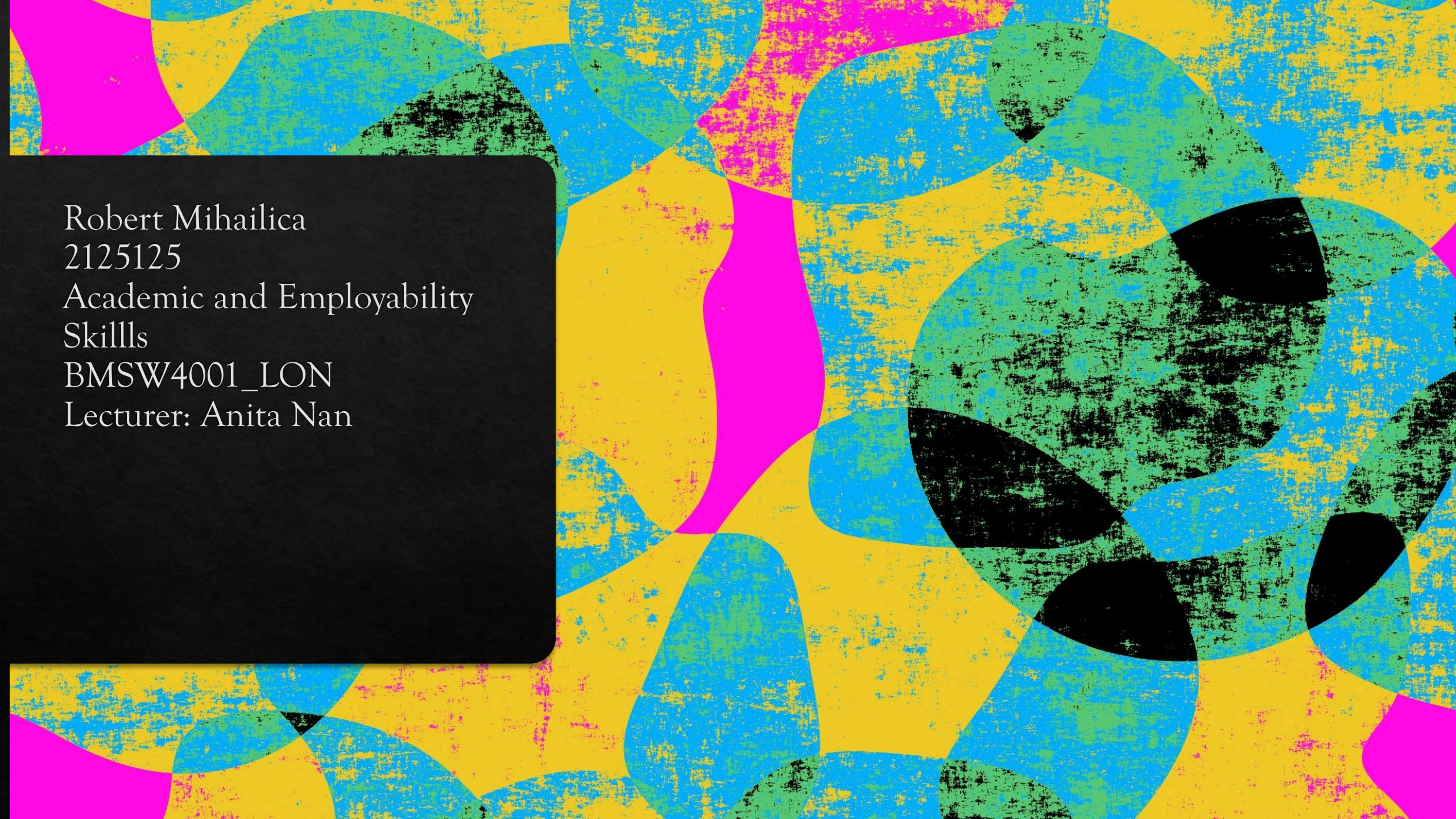




Robert Mihailica

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Academic and Employability
Skills

BMSW4001_LON

Lecturer: Anita Nan

OVERVIEW

- ◇ My intended career
- ◇ SWOT Analysis
- ◇ Analysis of skills
- ◇ Personal Development plan (PDP)
- ◇ Conclusion
- ◇ Reference list

My intended career

Chief Executive Officer (CEO)

Responsibilities :

Managing the company's overall operations including company organisational structure, strategy and communication with the board.

Skills needed :

Time management, Communication skills, Defining Mission, Vision and Values, Leadership skills

SWOT Analysis

Strengths

I like trying new things.
Social media strategy is my strong suit.
I am excellent at multitasking.
Ability to improve.
Strong interview skills.

Weaknesses

I am a poor listener.
I am disorganized.
Feeling uncomfortable speaking in front of groups of people.

Opportunities

I should join personality development classes and become a master in presenting myself in front of others.
A manager in a related position is retiring soon.
May receive a payraise in the next year.
Lots of vacancies.

Threats

Other students have a University degree.
Other colleagues are better than me in performing in front of the audience.

Analysis of skills

- ◇ TIME MANAGEMENT
- ◇ COMMUNICATION can help you to convey or share ideas and feelings effectively.
- ◇ Multitasking
- ◇ Social media skills.
- ◇ Leader skills.

PDP (Personal Development Plan)

- ◆ Prioritise tasks with a project schedule
- ◆ Be proactive
- ◆ Use effective communication skills to manage people
- ◆ Avoid conflict
- ◆ Stay organized
- ◆ Understand Expectations

Reference list

- ◇ <https://www.case48.com/swot-case/10883-Perfect-CEO>
- ◇ [www.Scribendi.com](https://www.scribendi.com)