



Academic and Employability Skills

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Introduction to the skills

The skills are characterized between hard and soft skills

Soft skills:

- Emphatic
- Team player
- Sociable
- Organized.

Hard skills:

- Learning to work with a machine
- IT skills
- Apprenticeships

Academic Skills

Academic Skills are made up from more skills as a:

- Time management
- Reading skills
- Academic writing
- Research skills
- Reflective skills
- Referencing skills

SWOT Analysis

Strengths

- Honest
- Determined
- Versatile
- Patient

Weaknesses

- Easily bored
- Sometime impulsive
- Strict
- Lazy

Opportunities

- Good work position
- Personal and professional improvements
- Future study

Threats

- Economic
- Healthy problems

Employability Skills

Employability skills are essential personal skills which can help to succeed in any job

The employability skills are:

- Communication
- Motivated
- Teamwork
- Patience
- Leadership
- Emotional control

Current PDP Targets	How?	Support/Resource	Target Date
BA Hons Degree	Business Management future studies	University Workplace practice	30/12/2024
Assistant manager	Gain experience to be capable in industry	University Apprenticeship	01/10/2025
Manager	Understand areas of industry which I want to move into	Apprenticeship	01/10/2026

Conclusion

- Academic and Employability Skills module, assist me to understand clearly SWOT analysis and PDP
- Is essential to develop Academic skill in a correct way
- Employability skills are vital for a future career
- Based on this, is important to make a good use of what I had learned, in my private and lifework

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