

Academic and employability skills

Lecturer: Lloyd Beharry
Student: Laura Mihai
ID: 1918676

Introduction

- I am currently working as a secretary for a transport business, but I am also studying for my Business Management Course
- I am a communicative person, emphatic with others and I have strong family values as I am a member of a large family.
- My ambition in life is to get involved as much as I can in my studies and achieve my goals.
- Regarding my career path I aim to progress through hard work, commitment and through studying as I believe that will make me a confident candidate for management positions.

SWOT Analysis

- Is a tool of analysis that assesses the current situation, strengths and weaknesses, opportunities and potential threats.
- This analysis is realised before starting to plan, it is a starting point before formulating strategies
- It illustrates a structured picture, but a critique to the model is that it does not prioritise the elements (Hansson, 2003).

SWOT Analysis

Strengths

Adaptability

Ambition

Well organised

Detail oriented

Creative

Weaknesses

Time Management

Experience in managing people

IT Knowledge

Compulsiveness

Opportunities

Bachelor Degree in Business Management

Learning new skills

Continuing learning

Good references for future employers

Threats

Recession

Competition

Internal promotion

Personal Development Plan

- A Personal development Plan helps the individual to create a structured plan
- It raises awareness of the current skills
- It helps to ideate to identify the skills that lack
- It helps to identify methods of achievement for development of needs skills
- It offers guidance for the individual to achieve his goals and objectives and it can be used as a personal source of information (Boud, 2013).

Personal development plan

Job: Manager	SKILL	CURRENT PROFICIENCY	TARGET PROFICIENCY	OPPORTUNITY	CRITERIA FOR SUCCESS	TIME SCALE
1 st Priority	Oral Presentation skills	Lack of experience	Confidence in presenting	Learn how to make a presentation	Passing the exam	By the end of this course
2 nd Priority	Developing Writing skills	Gap in critical analysis	Developing critical thinking	Receiving guidance and feedback from the lecturers	Improve level of confidence	During my classes
3 rd Priority	Time Management	Procrastination	Planning tools form time management	Assignment deadlines	Deadlines achieved	During my classes and individual learning
4 th Priority	Teamwork	Lack of confidence	Confidence and competence	Improve my teamwork skills	Group presentation passed	During my classes
5 th Priority	Leadership skills	Lack in confidence	Gaining leadership skills	Group activities	Confidence level, being able to delegate	By the end of this course

Conclusion

- This presentation developed my reflection process
- It enriched my perception over my employability skills
- It contoured my strengths and capabilities and for future job positions and I will be a more confident applicant.
- It helped me to get more organised and plan in order to improve my skills required for my desired job position that I want to achieve



References

- Boud D. (2013) “Enhancing learning through self-assessment”, London: Routledge
- Hansson J. (2003) “A core value model for implementing Total Quality Management in small organizations” The TQM Magazine
- Laabs J. (1998) “Pick the right people”, Workforce, Vol. 77, No. 11
- Indeed (2020) “10 best skills for a resume” [Online]. Available at: <https://www.indeed.com/career-advice/resumes-cover-letters/best-resume-skills> (Accessed 23.11.2020)