

ACADEMIC AND EMPLOYABILITY SKILLS

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INTRODUCTION

- This presentation is about Academic and Employment Skills:
- Communication skills
- Planning and organising
- Problem solving skills
- SWOT analysis

COMMUNICATION SKILLS

- Communication skills allow you to understand and be understood by others. These can include but are not limited to communicating ideas to others clearly, a friendly and confident manner, respecting other points of view and speaking in a public setting. Developing your communication skills can do much to help you advance in the workplace. In this article, we explain what communication skills are and how you can improve your own. **25 August 2020**

PLANNING AND ORGANISING

- Planning for me is very important as it helps me to prepare task that need to be done in order to achieve specific goals. For example, I am a parent of two and they both go clubs outside of school which I have to plan ahead for.
- I like to be organised as it helps me to arrange each task, and allows me to consider the time and work load it helps me to have a clearer thinking space and get things done on time. For example, both my children are different ages so I have to organise clubs on different times and days of the week so they don't clash.



PROBLEM SOLVING SKILLS

- Problem solving is a key skill in life as it helps you come to a decision whether its at work or in your social life, it helps you identify the problem and find a solution. In a work place there are many people with there own personal views and opinions.

SWOT ANALYSIS



This is my personal SWOT Analysis showing my own strengths, weaknesses, opportunities and threats.

- Strengths- my greatest strengths is communicating and problem solving for example when I owned my own salon I was able to engage with clients and listen and understand what the clients wanted.
- Weaknesses- one of my weaknesses is not able to make decisions immediately also pressure feeling under a lot of strain and pressure makes me feel confused.

SWOT



- Opportunities – I want to use this opportunity to help me gain more knowledge in the mental health sector, I have had experiences in life of people who suffer from mental health and I want to be able to understand them and I feel the course I'm studying now will give me the opportunity to do that.
- Threats- I feel day to day life things getting in the way could be a potential treat. Stress is also a threat as I can cause me to be unorganised.

CONCLUSION

- To summarise, Academic skills are talents and habits that benefit academic pursuits such as learning, research, report writing and presentations. These include analysis, communication, social, planning, studying, test-taking and technical skills. 16 May 2020. Employability skills are being organised and methodical. Able to plan work to meet deadlines and targets. Monitoring progress of work to ensure you are on track to meeting a deadline. Working well with other people from different disciplines, backgrounds, and expertise to accomplish a task or goal.

RESOURCES

- <https://uk.indeed.com/career-advice/career-development/communication-skills> 25 August 2020
- <https://simplicable.com/en/academic-skills#:~:text=Academic%20skills%20are%20talents%20and,test%2Dtaking%20a%20technical%20skills>. 16 May 2020
- <https://www.exeter.ac.uk/ambassadors/HESTEM/resources/General/STEMNET%20Employability%20skills%20guide.pdf>
- <https://www.questionpro.com/blog/a-swot-analysis-template-for-the-overwhelmed-marketer/> -2021 QuestionPro Survey Software | 800-531-0228