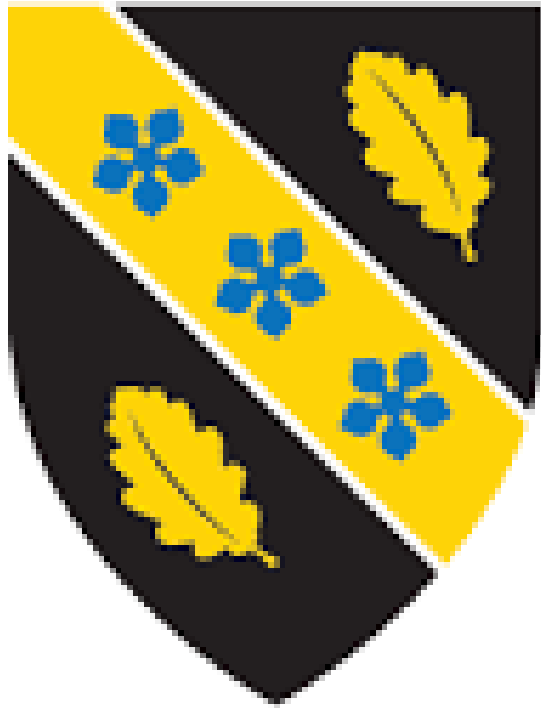




Prifysgol Cymru

Y Drindod Dewi Sant

University of Wales

Trinity Saint David

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Employability Skills
Module Leader: sylvia Hoffmann

Assignment1 level 4 assessment

Name: Esther Efe Gomugor

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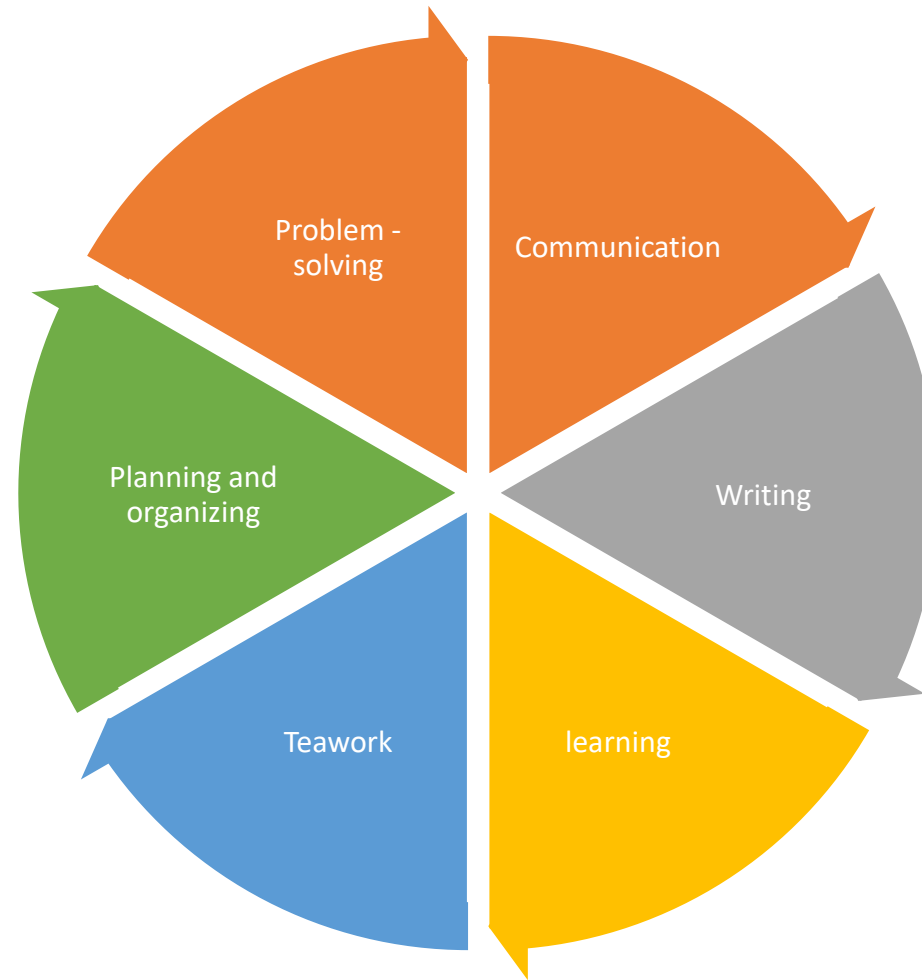
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INTRODUCTION

I'm Esther live in London for more than 10years. Have children and accommodation. My goal after 3years of studying at the University of wales Trinity Saint David is to become a profession, demonstrate the Employability and Academic Skills required for this position. Evaluate the personal criteria, personal SWOT analysis conducted, as well as PDP will be prepare.

What are Skills



ACADEMIC SKILLS

Writing: As a manager have both formal and informal relationship with subordinates so that the writing skill is mandatory for carrying out written communications (Zinser,2021)

Note taking: To become a good manager, note-taking skill is mandatory because it helps to convey the information from the authorities as well as pass the opinions to the higher level.

Problem solving: A manager has to be a problem solver otherwise, he will not be able to lead the team as the uncertain problems always arise while working on a project(Saterfiel and McLarty,2019)



Personal Development Plan

Objectives	Resources and supports	Actions	Assessment criteria	Date of review
Planning	YouTube channels, websites and books of strategic planners, tutor's support.	I'm following the strategic planners through website, YouTube channels and books and identify the techniques they are following (Robinson,2020	I could make plans and show them to my team members, course mates and tutors for feedback. If they give 7/10, I will consider that I have attained the skill.	4 MONTHS
Networking	Internet, published books and articles and friends	Following the network techniques used by great managers through the internet, and books. Moreover, friends will help me	I will apply the techniques practically and if I can create network with 10 people, I will take it as my success	5 MONTHS

SWOT ANALYSIS

Factors	Description
Strengths	. Hardworking individual . Quick learner . Active listener . Maintain punctuality
weaknesses	. Get stressed in pressure situations . Have less adjustment capability
Opportunities	. Hardworking, I will be able to apply my knowledge gained from this course and get more job opportunity (Rasul, et al. 2021) . Quick learning ability will help me to enhance my resiliency.
threats	Too much stress can make me performance poor in critical situations.



MY CAREER PLAN

planning to become the manager using the current employability skills and developing the gaps as well.

The manager position, I will be able to lead a team and contribute for both the team organization(Shapiro and Keller, 2020)

This is a prestigious position and significant part of an organization.

The employers look for different skills for different positions as I want to be a manager, the employers will look time management, problem solving, leadership, self-confidence, planning, networking, etc. skills.

I have time management, leadership and problem solving skills I will also develop self-confidence, networking and planning skills.

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