

Academic and Employability skill

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Academic skills and employability skills

Academic skills and Employability skills are both important and you can increase your productivity and success at school or University. They are transferrable to the workplace and all information beneficial on my career. My skills up to now it is :

❖ Time Management

Time management support you to organize and schedule your time effectively you able to use Weekly to do-list, To do list- daily, Organization, Planning.

❖ Personal development plan (PDP)

Personal plan or action plan I use to identify my goals my opportunities, weaknesses and strengths, what I have to improve and to achieve. PDP it is Self- evaluation, Set the target, Action planning, Taking- action, Self- reflection.

❖ Reflective thinking

Thinking about and analysing: What you are currently doing, have you previous done, what you have experienced, what and how you have learned. Reflective learning cycle, Gibbs . For myself Reflection thinking it is helpful before to start this course I donnot familiar with PowerPoint, Teams, Exel, Word how to create presentation, Time managment, communication I start to reading a books name of the books is The Study skills handbook, Stella Cottrell. And Academic writing A handbook for International Student, Stephen Bailey. This is a great development since I start this course.

❖ Make notes

Make a notes- help every student to make a key idea and concept to remember the material, organize your ideas.

❖ Referencing

Is help to the reader to check more information about your task.

❖ Report writing

Structure of reports is Summary, Introduction, Body, Conclusion.

❖ Academic writing

This part is for a student they must have to ability to writing Academic style.

Academic and Employability skills

Key point of Academic skills is:

- Knowing how to study at the university level,
- Expectations and educational environment are well stated,
- Independent study and assessment management,
- Subject knowledge and comprehension Self-awareness, commitment, and learning savvy,
- Direction and inspiration with a clear vision Personal engagement at a high level, resilience, self-reliance, and self-management.

Employability skills:

- Skills in research, thinking, writing, and other forms of communication,
- Reflection, talent evaluation, and priority setting Make changes to your profile.

(Cottrell, 2019)

Those skills I will achieve in my long term goal

I can apply time management for our time, more organize and schedule for staff and members. My reflective thinking it is going to be a more helpful for myself. Make a notes for important information about our customers, this notes will be benefit us. Besides Academic skill and Employability skill they will help me for mine proffessional development plan.

For the company which I want it is a great idea to make SWOT analysis and individual analysis. And before my plan I learnt CV this is really importan part of everyone, beacouse when you apply for a job the company should be want to see your CV and if the CV not is writing right you have a little chance to be have this job.

After my first term I going to study very intresting information from my course I cannot wait for Effective team working and communication and Problem solving and Decision making. This two part of my study will be really important for me, because if I want to be a good manager I must to understend Effective team working and communication and also every problem have decision. All those information it will be useful for me in the future.

development? What abilities, expertise, experience do I lack?	through action.	resource? Does the course provide this?	-Short, medium, long-term or specific
To devote my full attention to course work in order to get the highest possible results.	To concentrate on academic coursework, self-study and expend my knowledge.	Theory and practice of management field can help me to be more confident.	The duration of the course
To use my manage skills that I have learned from my degree to successful run my business.	To look at the many options for starting a business and the associated expenditures.	I want to learned management skills, that I can start my own business.	By the year 2024
To eliminate my confusion about what I want to do after the course.	Think about your possibilities.Further education BA (MA) post-grad, location, position and salary.	Practice in such field can provide specific knowledge guidance. Advice on further education.	Long-term or intermediate-term
To improve my ability, to promote myself,my work, my ability.	Own compny.Begin to from relationships with franchisees. Consider which name, website would you best suit my work.	Lecture advice and student life.	Medium-to-short-term
To read more books.	To investigate the concept how to open company. Thinking for more discount.	Self-examination. Seek input from peers and Lectures on the best way to get commissions.	On-going

Personal Development Plan for my long term goal.

Fournier, W., 2014. *Professional frameworks II: Photography*. [Online]

SWOT ANALYSIS will assist you in identifying high-performing part of your company.
Thank to what I learned I managed to do an analysis of my long-term goal

STRENGTHS

- Quality processes
- Secure payment, Online payment
- Exclusive discounts with our membership
- Same day and next day services
- Professional cleaning services

OPPORTUNITIES

- Marketing development
- To provide company cars
- Holiday more than 28 days
- Flexible hours
- Cover new area

WEAKNESSES

- Employees document have to be ready on the time
- To have a swap when someone is sick
- 24/7 support
- Not always cost-effective
- Improve technical skill and knowledge in marketing and business

THREATS

- To lose customers or employees
- No one on the phone
- Low communication with each other
- Financial threats
- Very cheaper company

Conclusion

In conclusion I would you like to say this part of Academic skills and Employability skills delivering to me huge information and methods to easy understand and light to make my task done on the time. Those all information can help me to be more confident, effective, productive and Intelligent person. Develop my new skills, knowledge and expirience and restart my career.

Reference: (Cottrell, 2019)

Cottrell, S., 2019. Macmillan study skills. In: 07.04.2022, ed. *THE STUDY SKILLS HANDBOOK*. s.l.:Stella Cottrell, pp. 14,22,52,53.

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