

My Employability Skills

My Fields:

- **Computer Science**
- **Marketing and Sales**
- **Design**

My Goals:

- **Get the Computer Science Degree**
- **Internship in a Marketing Office**
- **Working at my Design Portfolio**

How can Employability Skills help me to improve my job?

- improve my Confidence and transferable skills (**interpesonal skills**)
- Building a effective Teamwork and a good relationship with my clients (**Comunication Skills**)
- improve my analytic capacity and problem solving (**Reflecting**)
- learn how promote my work (**CV writing**)

Analyzing Demand and Setting my Personal Skills

Computer Science

Marketing and Sales

Design

Most Employable skills in the UK:

- Cloud computing.
- Artificial intelligence.
- Sales leadership.
- Analysis.
- Translation.
- Mobile app development.
- People management.
- Video production.

Most Employable Degrees in UK:

- Economics.
- Computer Science.
- Law.
- Mathematics.
- Engineering.
- Medicine and Dentistry.
- Architecture.
- Education.

Higher Demanded Jobs in the UK (2021):

- Health Care
- Project managers.
- IT business analysts.
- Architects.
- Systems designers.
- Developers.
- Cybersecurity specialists.
- Web designers and developers.

According with: www.indeed.com, www.studying-in-uk.org

What I like:

- Technology
- Problem Solving
- Creativity work
- Working Freelance

What I dislike:

- Working in a pyramid system (having a boss)
- repetitive and monotonous jobs
- Not organize my own work

Time Management is KEY

Planning out my available time and controlling the amount of time i spend on specific tasks to work more efficiently, developing habits to improve my time management skills.

Time Management can help me to:

Plan Ahead

Prioritize my Tasks

Eliminate Distraction

Keep Focus

Keep myself Motivated

My time Managing is based on the Principles of 3 Books:

The Pareto Principle (80-20 Rule)

- **Be Selective**
- The 80/20 Principle says that the majority of your results or outputs will come from a minority of causes or inputs. (Selection)
- Identify your top 20% vs bottom 80%
- Reallocate your time/resources

Eat the Frog

- **Planning**
- Think on paper
- Plan everyday in advance
- Consider the Consequences
- Think on paper.
- Set a deadline for any goal
- List down everything you may need to do to achieve your goal.
- Break things down into individual tasks and arrange them in priority and sequence to form a plan.

Deep Work

- **Be Focused**
- Rule #1: Work Deeply
- Rule #2: Embrace Boredom
- Rule #3: Quit Social Media
- Rule #4: Drain the Shallows

Interpersonal skills

To improve my interpersonal skills I'll need to:

- Cultivate a positive outlook.
- Control my emotions.
- Acknowledge others' expertise.
- Find one good trait in every co-worker.
- Practice active listening.
- Be assertive.
- Practice empathy.

How can Interpersonal Skills help my in my job:

- communicating and working with college and bosses
- Build a good relationship with my clients and understand their needs
- Boost my confidence
- Transferable skills
- Solving problems and making good decisions

My Reflection Model:

Kolb's Experiential Learning Theory

Kolb's Four Stages of Learning:

1. **Concrete Experience** - a new experience or situation is encountered, or a reinterpretation of existing experience.
2. **Reflective Observation** of the New Experience - of particular importance are any inconsistencies between experience and understanding.
3. **Abstract Conceptualization** reflection gives rise to a new idea, or a modification of an existing abstract concept (the person has learned from their experience).
4. **Active Experimentation** - the learner applies their idea(s) to the world around them to see what happens.

I am a Diverging learner, Diverging (concrete experience/reflective observation). So, although the stages work together to create a learning process, sometimes I prefer some components over others. While one may depend heavily on concrete and reflective experiences, I may choose to spend less time on the abstract and active stages.

This learning style allows me to adopt an original and creative approach. Rather than examining concrete experiences by the actions taken, individuals tend to assess them from various perspectives.

Reflection Models

“A model of reflection is a structured process that is used to guide personal and situational analysis and improvement. Reflection is a concept that emphasizes awareness of one's own knowledge, past experiences and beliefs”

How Reflection will help me:

- Allows me to learn quicker
- Improve my analytical thinking in the Marketing
- Improve my problem-solving skills, making my software developing easier
- See the thing from differs prospective

Communication Skills

“Communication skills are the abilities you use when giving and receiving different kinds of information. Some examples include communicating new ideas, feelings or even an update on your project. Communication skills involve listening, speaking, observing and empathizing.”

Communication Skills for Career Success:

- Active listening.
- Communication method.
- Friendliness.
- Confidence.
- Sharing feedback.
- Volume and clarity.
- Empathy.
- Respect.

How communication skills will improve my job:

- building Trust with clients
- Understanding the needs of the clients
- Improve my team working with colleagues
- Better relationships.
- Increase productivity and engagement.
- Problem-solving.
- Handle conflict
- Public Speaking

My CV and Cover Letter

My CV:

- Start with name, address and contact details.
- Introduce yourself, summarizes my skills and explain how can I make grow the company.
- Highlight relevant experience and achievements.
- List any training, education and courses.
- References are available on request.

My Cover Letter:

- Make it Single page, easy to read
- Write a Fresh Cover Letter for Each Job.
- Use a Template.
- Include the Hiring Manager's Name.
- Go Beyond Your Resume.
- What I can do for the company
- Highlight the Right Experiences.
- Showcase Your Skills.



to summarise, the skills that I get from this module will me to:



- Organize my work and my studies, and planning in advance
(**Time Management**)



- improve my Confidence and transferable skills
(**Interpersonal skills**)



- Improve my Teamwork, building a good relationship with my clients and understand their needs
(**Communication Skills**)



-Improve my analytic skills and problem solving (**Reflecting**)



-learn how promote myself (**CV and Cover Letter writing**)



-they gave to me self-awareness and improved my daily life

Thank you