

Assignment 1

Student Name : Denis Dediu

Student ID : 2011014

Module : Academic and Employability Skills

Module Code : BMSW4001

Lecturer : Anita Nan

Table of content

Introduction

SWOT Analysis

Academic Skills

Employability Skills

Personal Development Plan

Conclusion

Reference List

Introduction

GOALS:

- Analyse my academic and employability skills.
- Underline my strenghts and weaknesses.
- Develop an improvement strategy to transform my weaknesses into strenghts.

SWOT ANALYSIS

Strenghts

CV WRITING

ACADEMIC WRITTING

Weaknesses

TIME MANAGEMENT

PRESENTATION/PUBLIC
SPEAKING

ACADEMIC SKILLS

- TIME MANAGEMENT

- Time allocation
- Using time effectively
- Time balance professional / personal obligations

- ACADEMIC WRITTING

- Descriptive
- Analytical
- Persuasive
- Critical

EMPLOYABILITY SKILLS

- CV WRITING

- Personality
- Qualifications
- Work experiences
- Skills

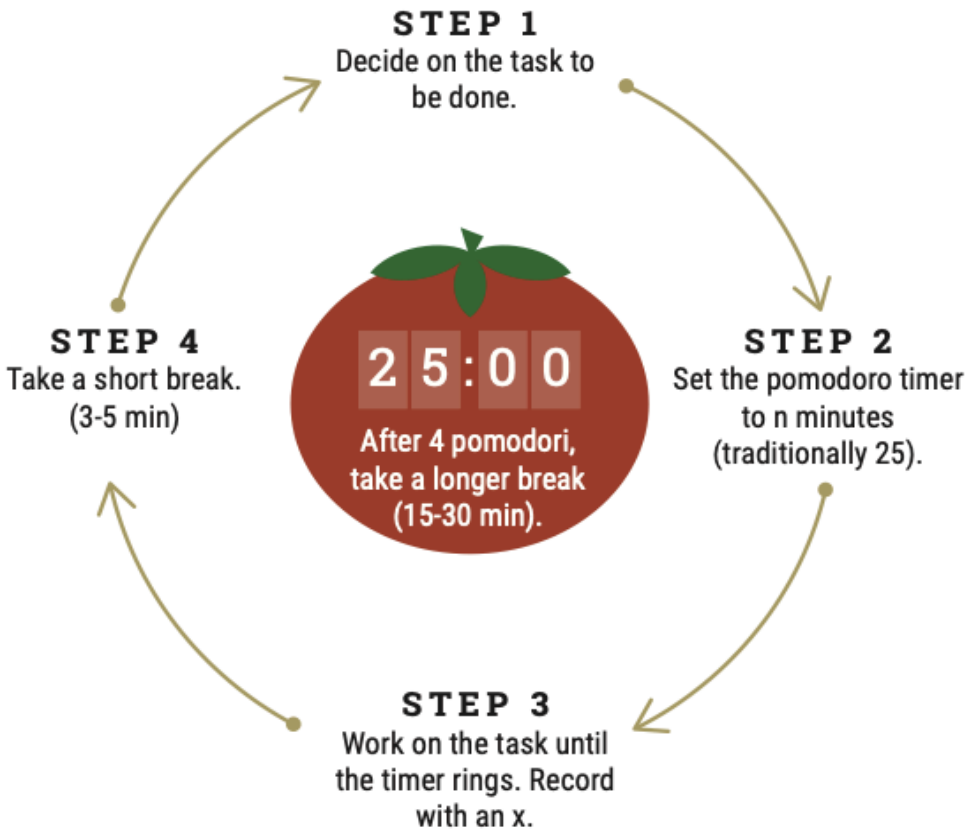
- PRESENTATION/ PUBLIC SPEAKING

- Connect with the audience
- Story telling
- Overcome anxiety
- Clear elocution and explanations

PERSONAL DEVELOPMENT PLAN

Strategy 1 : Time Management

The Pomodoro Technique (Francesco Cirillo 1980)



PERSONAL DEVELOPMENT PLAN

Strategy 2 : PRESENTATION/ PUBLIC SPEAKING

The Three P's

PREPARATION

"Only the prepared speaker deserves to be confident."

- Dale Carnegie

PRACTICE

"If I don't practice the way I should, I won't play the way that I know I can." - Ivan Lendl

PERFORMANCE

"If something can go wrong it will." - Murphy's law

CONCLUSION

Achievements

- ✓ Reflective Analysis underlined 2 strenghts : CV WRITING / ACADEMIC WRITING
- ✓ Reflective Analysis underlined 2 weaknesses : TIME MANAGEMENT / PRESENTATION PUBLIC SPEAKING
- ✓ PDP shows 2 strategies to adopt : THE POMODORO TECHNIQUE / THE THREE P'S

REFERENCE LIST

- Cirillo, F., 2009. *The Pomodoro Technique*. [online] Success.gatech.edu. Available at: <http://success.gatech.edu/sites/default/files/images/pomodory_study_technique_fullpage_0.pdf> [Accessed 18 November 2020].
- Nikitina, A., 2011. *Successful Public Speaking*. [online] Isbtweb.org. Available at: <https://www.isbtweb.org/fileadmin/user_upload/successful-public-speaking.pdf> [Accessed 1 December 2020].
- North London LETS. 2020. *Lecture Hall Seats*. [online] Available at: <<https://nllets.wordpress.com/2013/06/12/agm-2013/lecture-hall-seats/>> [Accessed 2 December 2020].