

CRISTINA BROASCA

Task 1: individual presentation



BMSW4001

Academic And Employability Skills

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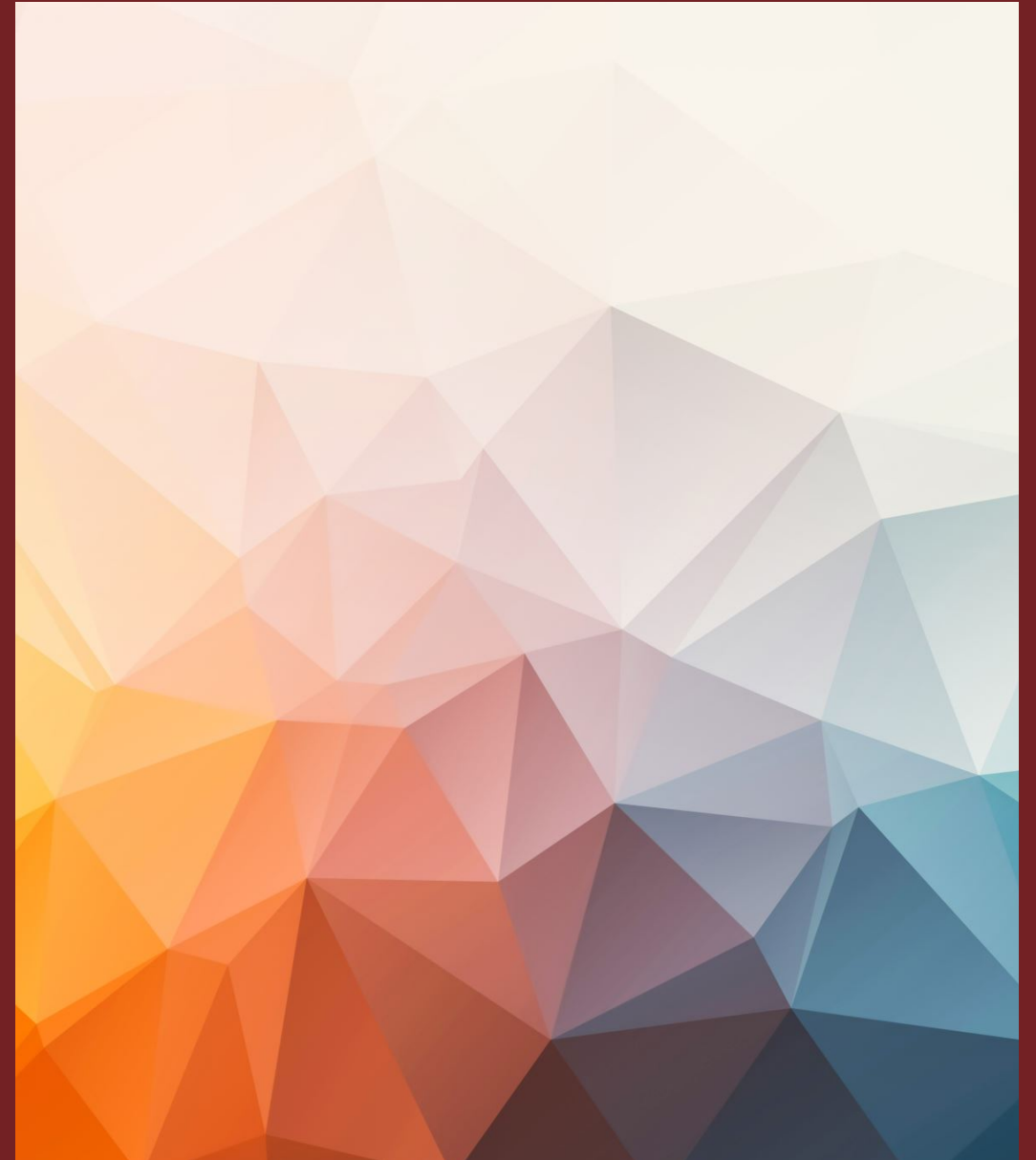




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INTRODUCTION

- The intended career I aspire to be is a General Manager (GM) in a bank branch. According to Market Business News (2020) the person in charge of managing a business or a certain area of a business is a general manager.
- As per JobisJob (2020) the minimum required qualification is a BA/BS (Level 6), but in most of the cases a Master (Level 7) is necessary. My plan is to achieve step by step all the levels up to a Master Degree (Level 7) according to Government Digital Service (2012).
- On the grounds of this, the GM will take strategic decisions so the business can make profit. To handle multiple duties the general manager needs a wide range of skills.

ACADEMIC SKILLS

WHAT ARE ACADEMIC SKILLS?

Academic Skills are a range of skills needed to perform well in an academic institution.

ARE ACADEMIC SKILLS IMPORTANT? WHY?

Cleeve (2018) believes that the academic skills are vital for success in any career. Also, these skills give confidence, and they encourage students to become more efficient.



Academic integrity & plagiarism



Academic writing



Critical thinking



Online learning



Research skills



Time management



Referencing

EMPLOYABILITY SKILLS

WHAT IS MEANT BY EMPLOYABILITY SKILLS?

- Transferable skills needed to make someone 'employable'.

ARE EMPLOYABILITY SKILLS IMPORTANT? WHY?

- To get hired easily.
- To achieve goals.
- "It's important to stand out in the job market"
Homden (2020)



Commitment



Communication



Decision Making



Flexibility



Leadership skills



Team working



Organisation/Time management

EVALUATION OF MY OWN SKILLS

Skills gained in school:

- IT skills
- Communication
- Teamworking skills
- Problem-Solving
- Organisation

Skills gained in work :

- Leadership
- Confidence
- Ability to work under pressure
- Motivation
- Time management

Personal SWOT Analysis

Strengths • Well educated • Patient & Careful to detail • Team worker • Quick learner	Weaknesses • Not experienced in finance field. • Putting too much worth to any nonconstructive feedback. • Not creative enough.
Opportunities • Internships • Getting hired in a bank branch. • Experience in finance field. • Getting accepted in a good university.	Threats • High number of people wanting internships. • Increased Job Market Competition • Personal Health • Risks

Skills to be improved:

SKILLS IMPROVEMENT PLAN



- **Joining student societies** - "gaining experience in leadership at university can be easy" Smith (2020).
- **Internships and volunteering** - Looks great on a CV ; provides a wide range of new skills. Student World Online (2020) underlines that volunteering is a flexible way to gain professional experience.
- **Part-time work** - A balance of work and study can be implemented; If working in customer service negotiation skills could be developed. UCAS (2014) you can gain a variety of 'employable' skills through any temporary job.
- **Studying for a degree**-reading more books about personal development could come in handy , the ability to make a SWOT analysis confidently would improve writing skills.

PERSONAL DEVELOPMENT PLANNING

Job Target:	Skills required:	How am I going to achieve it:	How long will it take:	Obstacles
General Manager in a bank branch	1. Organisational skills 2. Financial Skills 3. Teamwork skills 4. Strong Communication skills 5. Problem solving ability	Leadership and Management Qualification From level 4 to Level 7 (Masters Degree). Then apply to jobs in bank branches. Get hired in a bank as an assistant to get experience.	4-5 years	The employers may want experience in finance platform. But I may be able to apply to part-time jobs to get experience.



CONCLUSION

- *Skills are vital for both study and work.*
- *To achieve what I want I must work hard in improving myself.*
- *There are plenty of ways to improve skills.*
- *A PDP and SWOT analysis is going to improve my mindset.*

"Talent you have naturally. Skill is only developed by hours and hours and hours of beating on your craft."

Smith (2008)

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