

ACADEMIC AND EMPLOYABILITY SKILLS

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INTENDED CAREER PLANNING

As my course and degree is business related I wanted to carry out a professional that will match my degree and Management Consultant is the intended career that I want to pursue.

I want to engage myself in different private and multinational sectors that facilitates the opportunity in the company for freshers to work as a Management Consultant.

Management consultant will increase my critical thinking ability and the ability of analyzing any situation more precisely (Jugdev, 2012).

Required Professional Skills for Management Consultant Career

For a successful career in professional sector as a management consultant some necessary knowledge and skills are required which are given below.

- ☐ Quantitative and analytical knowledge
- ☐ Effectiveness in group or team working
- ☐ Ability to handle work pressure and challenging situation
- ☐ Flexibility with analytical power of business environment
- ☐ Problem solving skills
- ☐ Effective communication and interpersonal skill

PERSONAL SWOT ANALYSIS

Strengths

- ☐ Ability to improvement
- ☐ Strong communication skill
- ☐ Knowledge about social media
- ☐ Analytical power
- ☐ Problem resolution skill

Weaknesses

- ☐ Lack of project knowledge
- ☐ Limited skill in new technologies and IT sectors
 - ☐ Resist changes
- ☐ Little knowledge in project planning

PERSONAL SWOT ANALYSIS

Opportunities

- ❑ New market emergence
- ❑ Increasing requirements of management consultant
- ❑ Opportunity for personal and professional development
- ❑ Scope for participation of managerial courses (Madsen, 2016)

Threats

- ❑ Competitive job market
- ❑ Candidates with greater organizational quality
- ❑ Changing technology with management skill



Time Management

Time management is the process of planning, organizing, and controlling time that is necessary for completing any particular task or responsibilities with lower stress and higher percentage of success (Perez-Alvarez et al., 2018). It has some steps like:

- ✓ Setting goals according priority
- ✓ Fixed time limitation
- ✓ Organizing breaks tasks and remove of less important tasks (Rigby, and Bilodeau, 2011).
- ✓ Controlling according to the plan

Time Management Techniques

Eat the Frog

**Pareto
Analysis (The
80/20 rule)**

**Pomodoro
Technique**

**Eisenhower
Matrix**

**Parkinson's
Law**

**Time
Blocking
Method**

**Getting
Things Done
Method**

**Rapid
Planning
Method**

Personal Development Plan

Target Skills	Achievement Methods	Evaluation Techniques	Time Requirements	Other Resources
Project Management Skill	Get admission into project management courses and university projects	Success percentage and regular feedback of coworkers	3 months	Following all the projects details that are carrying out by public and private sectors
Technology and IT Skill	Doing Critical Digital learning sessions with computer and IT development	Giving class test and weekly examination and review the class tests results	6 months	Online learning experiences and YouTube tutorials (Beausaert et al., 2013)

Target Skills	Achievement Methods	Evaluation Techniques	Time Requirements	Other Resources
Organizing Capability	Doing internship in a private or multinational company for a specific period of time (Eisele et al., 2013)	Analysis the supervisors feedback and mistakes	3 months	Knowledge on planning, leading, controlling and conflict resolution
Public Speaking and Presentation skill	Participation in debate competition and courses of speech development	The result of my competition in debate or performance persistence in seminars	4 months	Good pronunciation with high knowledge of surrounding information

PERSONAL DEVELOPMENT PLAN

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