

Academic and Employability Skills

Assignment 1

Name: Vanessa(2011622)

Tutor's name: Lloyd Beharry

Tablet of content

- S3.....Introduction
- S4.....What is a Skill?
- S5.....Academic and Employability skills
- S6.....SWOT Analysis
- S7..... My career plann
- S8.....Conclusions
- S9.....References

Introduction.



There are many types of careers in the world that we can access when we are finishing our studies and we are entering to the university.

Where we specialise for each job and we get all the qualities we need to be successful.

types of skills that there are and what they are for.

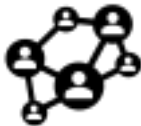


What are skills?

Skills are the ability to do something. We develop skills through experiences in life work like :

- Time management
- Critical thinking
- Problem-solving
- Teamwork





Academic and Employability Skills

Academic skills are collection of study and learning strategies. The skills I listed below also benefit the student in the future:

- Maths and statistics
- Academic writing
- Public speaking and giving presentations

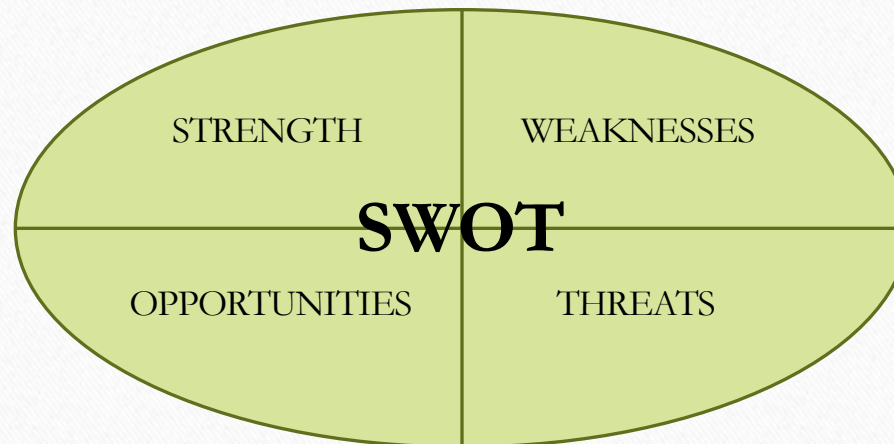
Employability skills are essential skills, personal qualities and values that enable you to thrive in any workplace.

Include skills like:

- Good communication
- Planning and organising
- Adaptability

SWOT ANALYSIS

Strengths and Weaknesses are things that you have some control over and can change.



Opportunities and Threats are external, things that are going on outside your company. You can take advantage of opportunities and protect against threats.

My Career Planning

- **Personal achievement:** become finance director
- **Actual interest:** get the certificate in higher education in skills for the work place.
- Get diploma of business management.
 - Course of public relations
 - ILM Certificate leadership & Management
- **Requirements:** formation in the university relationated with the work experience
- Good techniques of communication
- Hability to take hard decisions and being specialist in finance



Conclusions

After do this presentations I concluded that team work, good communication y time management are the most essential skills.

All the student should have a time-table to order them priorities and management their time.

Also hard-work, adaptability and patience are important to get you achievement because after university we have to spend a certain time to get the desired position.

References

- <https://www.skillsyouneed.com/general/employability-skills.html>
- https://library.leeds.ac.uk/info/1401/academic_skills
- <https://www.liveplan.com/blog/what-is-a-swot-analysis-and-how-to-do-it-right-with-examples/>
- <https://www.skillsyouneed.com/learn/critical-thinking.html>