

Academic and Employability skills presentation

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INTRODUCTION

- ❖ *I am a hardworking person, well-organised and very ambitious.*
- ❖ *I am a mother of two children with busy lifestyle, working full time in Morrisons, but also managing my small business that sells food products. I am also a student at University of Wales Trinity Saint David.*
- ❖ *I have experience in administration and retail. My versatile skill set corroborated with my work experience can provide significant value to busy teams.*

Types of skills

Skills are the sum of talents or expertise used to realise a task. Skills are used in day to day tasks and can be organised in job skills, personal and life skills. The job skills allow the employee to work in a certain domain or execute a particular job.

❖ Examples of skills can be:

1. *Job skills* that usually are obtained through training and learning: leadership and management skills, organisational skills, team building skills, analytical skills.
2. *Academic skills* that are developed and applied in the process of studying
3. *Transferable skills* that are can be used to accomplish different types of tasks
4. *Adaptive skills* that refer more to the personal life skills, to the self process of dealing with situations
5. *life skills* used in everyday activity: parenting, cleaning, etc.(Smith, 2020).

SWOT Analysis

STRENGTHS

Determination
Managerial Skills
Ambition
Creativity

WEAKNESSES

Lack of IT Skills
Lack of knowledge in written communication
and reporting
Poor time management

OPPORTUNITIES

Business Management course at University of
Wales Trinity Saint David
New management positions advertised in
Morrisons

THREATS

Fierce competition regarding the
job applications due to the pandemic
situation
Economic regression

Personal development plan

Definition: A Personal Development Plan (PDP) is a reflection of what the individual needs to improve. It consists of a detailed plan of action in order to achieve different goals, personal or career based, long term or short term. Usually is developed whilst studying or at the work place. After setting the priorities for the needs for improvement, the individual can plan various steps and actions using a timeline (Reed, 2020).

What can a PDP include?

- ❖ The outline of the personal goals
- ❖ Importance of established goals
- ❖ Method of achieving the goals and time scale

PDP: Career goal- Team leader

Skills	Method of achievement	Obstacles	Completion
Time Management	Learning about time management tools in classes at the University. Practicing in learning and at work	Not being able to attend the course sessions (family or health problems)	6 MONTHS
IT Skills	Undertake an internal training at work	Employer deciding not to organize training sessions	6 MONTHS
Reporting	Learning about and developing academic writing through practice in various activities during classes	Not being able to attend the course sessions (family or health problems)	1 YEAR
Leadership and Management Skills	Learning about leadership and management theory using coursework and practicing in various activities during classes	Not being able to attend the course sessions (family or health problems)	1 YEAR
Communication skills	Improving my oral communication through practice in the class activities and assignments completion	Not being able to attend the course sessions (family or health problems)	1 YEAR

Conclusion

The presented tools of personal analysis SWOT and PDP highlighted my strengths and weaknesses for a future employment or career progress.

It helped me to assess what I need to improve and maintain my focus

This presentation also helped me to improve my oral and written communication.

References

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