

Title: Academic and Employability Skills

Introduction

- **The intended career option is to become a MANAGER.**
- **Academic skills play an essential role (Alharahsheh and Pius, 2021).**
- **Analysis of personal as well as professional development.**
- **Adaptation of specific employability skills.**

Speakers Note: This part of the presentation emphasizes the career option as a manager of my own Company. There are specific academic skills and employability skills for this career option to be possessed by an individual. This helps in the proper person as well as the professional growth and development of an individual. As per the published literature, it is observed that employability skills place an essential role in the evolution of a career.

SECOND SLIDE: ACE PERSONAL PORTFOLIO

Speaker Notes: THIS PRESENTATION IS ABOUT INTRODUCING MYSELF VIA MY SKILLS RELATED TO MY INDEED CAREER AND EXPLAINING MY VISION OF DEFINITIONS AND UNDERSTANDING, MY CONCRETE EXPECTATIONS AND EXAMPLES; ALSO, TO SHOW YOU HOW I PRACTISE THE RELATED TOOLS!

THIRD SLIDE:

TIME MANAGEMENT AND SWOT ANALYSIS

- **Academic skills enhance the level of knowledge about the marketing field.**
- **Academic skills include –presentation skills, writing skills and many others.**
- **For a successful job career, employability skills are necessary (Bintani, 2020).**
- **Employability skills have –communication skills, leadership skills, decision-making skills, and lots more.**

Speakers Notes: An analysis has been provided relating to an individual's various employability and academic skills. By academic skills usually refers to conceptual knowledge about a particular field. Some academic skills include writing, communication, research, and presentation skills; moreover, employability skills such as leadership skills, management skills, communication skills, and time management skills.

SWOT Analysis

Strength	Weakness
• Good speaker (Hogarth, 2021). • Good management skills. • High level of understanding. • Collective power.	• Difficulty in expressing opinions. • Lack of flexibility • Limited experience. • Limited knowledge.
Opportunities	Threats
• Good leadership power. • Highly motivated. • Can work under pressure. • Creativity.	• Lack of patience. • Difficulty to understand. • Delay in commitments. • Lack of scope.

Speakers Note: A SWOT analysis has been provided to analyze the strengths and weaknesses present within an individual. Some of the powers comprise cooperation, understanding, management skill, communication skills. Some of the disadvantages include- lack of flexibility, less knowledge, introvert. Some of the opportunities are motivation, creativity, leadership. Some of the threads which are associated comprise of lack of scope, difficulty in understanding.

Time Management Tools (Scoro)

- **Helps ineffective time management.**
- **Reminds the work on time (Kornelakis and Petrakaki, 2020).**
- **Suitable for big projects.**
- **Assists in project management.**

Speakers Note: Scoro is a time management tool that comprises work reporting, time tracking, project and task management and billing. This will help in proper trying quest about customer relationship management and project management. Moreover, it is easier to manage all the business activities within a single location. Adequate reminding for the time is one of the significant features of this time management tool.

Time Management Tools (ActiveCollab)

- **Easy planning of work.**

- **Saves much time (Alharahsheh and Pius, 2021).**
- **Completion of work within time.**
- **Helps in collaboration.**

Speakers Note: Active Collab is one of the most effective time management tools, making it easier to plan and track all the activities for an individual. Some of the significant features of this time management tool comprise real-time communication and team collaboration. With the help of this tool, a Gantt chart is prepared about the entire time planning of a particular work.

Time Management Tools (ProofHub)

- **Online tool for time management.**
- **Easy to use and understand (Ng et al., 2021).**
- **Effective in managing time.**
- **Multiple tasking is possible.**

Speakers Note: Proof Hub is a versatile project management system that helps in the proper management of time. It eliminates the need of running too much software and tools for conducting a particular activity. This time management tool is easy to use and helps in multiple tasking. The overall cost of using this time management tool is also affordable and economical.

Time Management Tools (Clarizen)

- **TMT Helps in social collaboration.**
- **Effective use of time (Kornelakis and Petrakaki, 2020).**
- **It also helps in the management of time smoothly.**
- **Cloud-based project.**

Speakers Note: Clarizen is a cloud-based time management tool that has a single goal. This single goal is to help and individual to execute their work on time. One of the significant advantages of this time management tool is that it can handle unlimited projects without delay. Moreover, budget tracking and expense management can be done with the help of this tool.

FOURTH SLIDE: PDP

Objectives	Skills I have	Levels of my skills					Skills to be developed	The time needed for improvement.	Needed action to achieve the objectives
		1	2	3	4	5			
Communication skills	Managerial skills						Time management skills	Five months	Proper guidance and advice of the superiors (Hogarth, 2021).
Leadership skills	Academic skills						Decision-making skills	Four months	Practical analysis of the situation.
Time management skills	Critical analysis skills						Problem-solving skills	Six months	Scheduling of the entire activities.
Decision-making skills	Motivation skills						Analytical skills	Two months	Problem overview of the situation.

Speakers Note: From this personal development plan, it is seen that there are majorly four objectives to be attained by ME AS AN individual. These objectives comprise of improving leadership skills, time management skills, communication skills, decision-making skills. Moreover, a proper timeline is also provided for the achievement of these objectives.

FIFTH SLIDE

Advice from recruitment agencies and job centres

- **Analysis for personal as well as professional development.**
- **Achievement of long term targets.**
- **Improving decision-making skills (Bintani, 2020).**
- **Enhances employability skills.**

Speakers Note: From this part of the presentation, it has been seen that, as per the advice of various recruitment agencies and job centres, there are specific academic skills and employability skills which should be present within an individual. The presence of all the talent enhances the professional development of an individual.

Conclusion

- **Academic skills play an essential role.**
- **For a successful job career, employability skills are necessary.**
- **Helps ineffective time management.**
- **Completion of work within time.**

Speakers Note: However, from this presentation, it can be concluded that, for an individual, it is essential to analyze the strength and weaknesses. Based on SWOT analysis, it becomes possible for an individual to determine his level of understanding for a particular professional field. However, there are specific employability skills that should be present within an individual.

References

- Alharahsheh, H.H. and Pius, A., 2021. Exploration of Employability Skills in Business Management Studies Within Higher Education Levels: Systematic Literature Review. *Research Anthology on Business and Technical Education in the Information Era*, pp.1147-1164.**
- Bintang, K., 2020, August. Personal Development Plan as a Guidance and Counseling Strategy in Higher Education. In *2nd International Seminar on Guidance and Counseling 2019 (ISGC 2019)* (pp. 18-22). Atlantis Press.**
- Hogarth, M., 2021. Project Manager Personal Improvement Plan.**
- Kornelakis, A. and Petrakaki, D., 2020. Embedding employability skills in UK higher education: Between digitalization and marketization. *Industry and Higher Education*, 34(5), pp.290-297.**
- Ng, P.M., Chan, J.K., Wut, T.M., Lo, M.F. and Szeto, I., 2021. What makes better career opportunities for young graduates? Examining acquired employability skills in higher education institutions. *Education+ Training*.**

ANALYSIS OF ACADEMIC AND EMPLOYABILITY SKILLS, BASED ON PERSONAL INDEED CAREER

PRESENTOR - MARIANA GOLEMANOVA

STUDENT Number- 2030688

MODULE Code- BMSW4001

LECTURER - JOANNA WALSH

ACE PERSONAL PORTFOLIO

CONTENTS:

SKILLES RELATED TO MY OWN CAREER

- **DEFINITIONS**
- **UNDERSTANDING**
- **EXPECTATIONS**
 - **EXAMPLES**
 - **PRACTISE**
- **RELATED TOOLS**



Time Management Tools

SWOT Analysis



Figure 2

Source : (Ng, et al., 2021)

- **Academic skills enhance the level of knowledge about the marketing field.**
- **Academic skills include –presentation skills, writing skills and so on.**
- **For a successful job career, employability skills are necessary (Bintani, 2020).**
- **Employability skills include – communication skills, leadership skills, decision making skills and so on.**

PDP

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Leadership skills	Academic skills						Decision making skills	4 months	Effective analysis of the situation.
Time management skills	Critical analysis skills						Problem solving skills	6 months	Scheduling of the entire activities.
Decision making skills	Motivation skills						Analytical skills	2 months	Problem overview of the situation.

Advice from recruitment agencies and job centers. CONCLUSION

- **Analysis for personal as well as professional development.**
- **Achievement of long-term targets.**
- **Improving decision making skills (Bintani, 2020).**
- **Enhances the employability skills.**



Figure 7

Source: (Alharahsheh, and Pius, 2021)

References

THANK YOU !

Alharahsheh, H.H. and Pius, A., 2021. Exploration of Employability Skills in Business Management Studies Within Higher Education Levels: Systematic Literature Review. *Research Anthology on Business and Technical Education in the Information Era*, pp.1147-1164.

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