



My abilities in the workplace. Employability and academic skills

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Skills and their uses

Skills can be defined as “the ability, coming from one's knowledge, practice, aptitude, etc., to do something well.”

Different types of skills for different uses e.g HARD vs SOFT

Hard skills allow people to use teachable abilities, such as computing or mathematics whereas soft skills are usually learned, or can be characteristic traits such as good time management skills or how well you can work in a team



Academic skills

- The academic skills I will need most to obtain my degree at UWTSD are:
 - Research skills: so that I am able to learn from multiple points of view or sources, or better my learning
 - Writing skills: in order to properly communicate with teachers and fellow students, whilst presenting myself professionally.
 - Presentation skills: To exhibit my best work to others as well as I can



SWOT ANALYSIS

Strengths	Weaknesses	Opportunities	Threats
-Writing skills: to help me get a better job -Note taking and research skills: I can take notes in my lectures well -Academic skills: Using formal language -Time management skills: Which are crucial as a Chef, to complete multiple tasks on time.	-Paraphrasing and summarizing skills (so that I can avoid plagiarism) -Presentation skills (so that I can avoid plagiarism)	-Being a student at UWTSD, which helps me to discover new skills that I will need in the future in my job, which will help me to get the role I want as Head Chef	-Due to the coronavirus situation, it was very hard on me and my family as I was unable to get all of my salary (like many others), and being unable to fulfil my passion

Diagram made by me



EMPLOYABILITY

- The most essential employability skills for my job aspiration are:
- Time management skills: so that I can control a situation effectively and finish all of my tasks in time
- Decision making skills: To be able to find solutions for situations fast if needed
- Strong teamwork skills: in order to be able to communicate well with my colleagues

Personal development plan

- I look forward to being promoted as head chef in my current profession
- I am sure that this course will give me the right education for this job.
- After earning my degree, I plan to find a job as Head Chef, and work doing what I love even more.



Personal Development Plan

Name:

Date:

Objectives What do I want to be able to do or do better?	Success criteria How will I recognise success? How will I review and measure my improvement?	Actions What methods will I use to achieve my learning objectives?	Implementation How will I practise and apply what I learn?
I want to become promoted to Head Chef from my role as chef in my workplace	Practice my skills, such as my: -Presentation skills (to present myself more professionally to my employers) -Communication skills -Leadership skills to be a good team leader Studying at UWTSD	-Developing my skills, both academically and in the workplace Working more (when possible) to test my skills	Through work experience

CONCLUSION

- In conclusion, I plan to become a Head Chef after obtaining a degree at UWTSD, as I know that this course will help me get to where I want to be in my future, and to help me support my family by having a leadership role.



REFERENCES

- Public domain pictures- “chef showing chicken”
- PDP: wordpdftemplates.com
- Skill definition: Dictionary.com

