

ACADEMIC AND EMPLOYABILITY SKILLS



Module title: Academic and employability skills

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OVERVIEW

- **SWOT analysis**
- **Time management**
- **Note taking skills**
- **PDP-Personal development plan**
- **Definition of a cv and Cover letter**
- **Reference**
- **Conclusion**



SWOT ANALYSIS

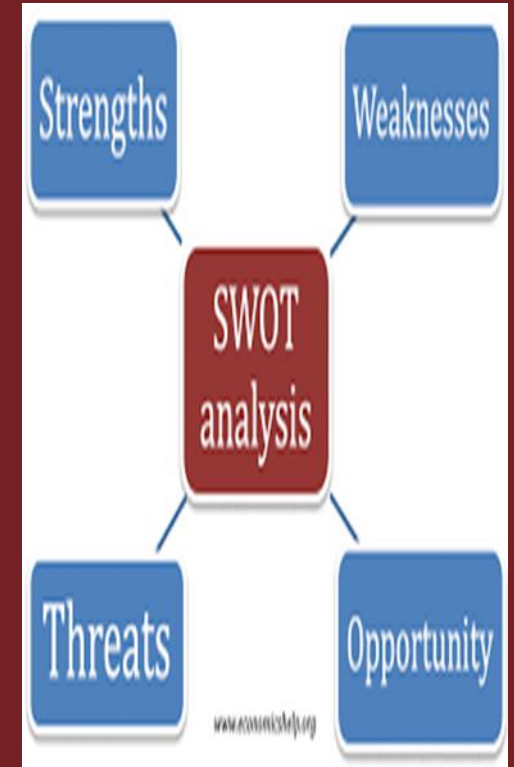
	Helpful	Harmful
INTERNAL	Strengths	Weaknesses
EXTERNAL	Opportunities	Threats

STRENGTHS

- Organizational skills
- Note-Taking
- Cover letter
- Time management

WEAKNESSES

- Summarizing
- Difficulty making decisions
- Too much focus on detail at the expense of larger goal
- Paraphrasing



WHAT IS TIME MANAGEMENT

- The process of organizing and planning how to divide your time between specific activities, helps you to finished work in time.

(Indeed,

- 2020) The 80/20 rule also known as the Pareto Principle, is a helpful theory for effective time management.
- The 20 percent all actives account from 80 percent of your results.

(Tracy, 2009)

IMPORTANCE OF TIME MANAGEMENT IN MY JOB

- Helps to manage my time in a way that allows me to accomplish goals
- Allows you to accomplish more in a shorter time
- Helps you feel more in control
- Improves organizational skills
- Reduces stress

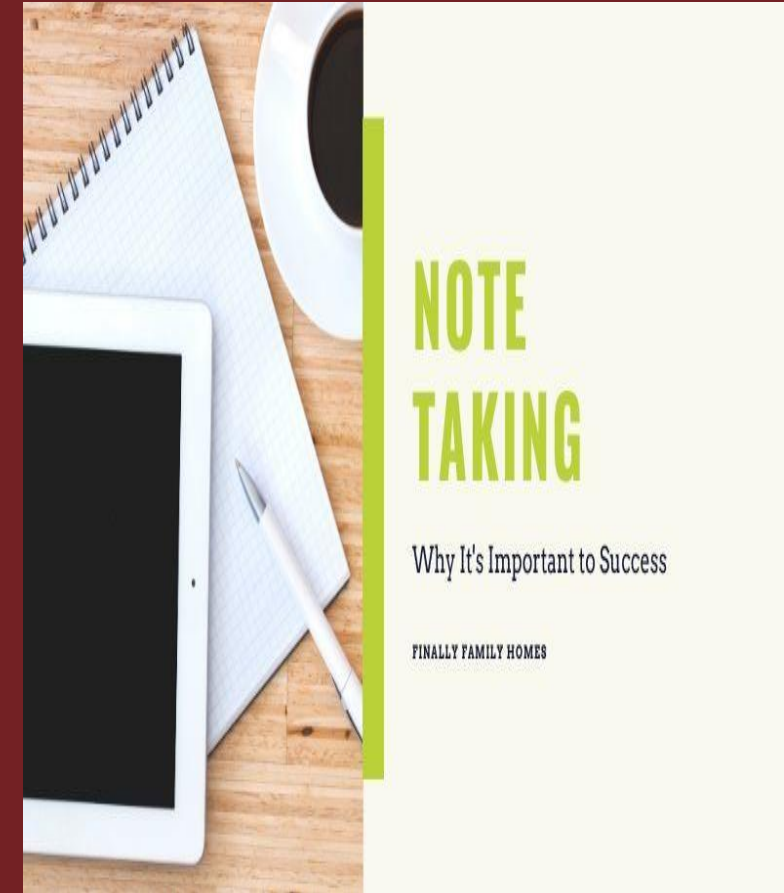


NOTE-TAKING SKILLS AND WHY IS IMPORTANT

- Note-taking is concisely writing down important information so you can remember it later
(Skills you need ,2011-2020)
- Make sure you understand your notes

Note-taking skills is important in my job because:

- Helps me better understand the main idea or goals
- Improves the overall quality of work
- Clear communication
- Able to share notes whit employees/colleague





SUMmarize It

Shorter than the text
Use your own words
Main ideas only 

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- Too much focus on detail at the expense of larger goal



- [illegible]

MOO!

I just said that.
Use your own words!

- Ensure you understand the text
- Write down your ideas without looking at the original.
- Change the word order of your sentence.

CV DEFINITION AND WHY IS IMPORTANT

A CV is a detailed document containing information whit your persona details, your education and work experience that you sent to an employer.

(indeed.2020)

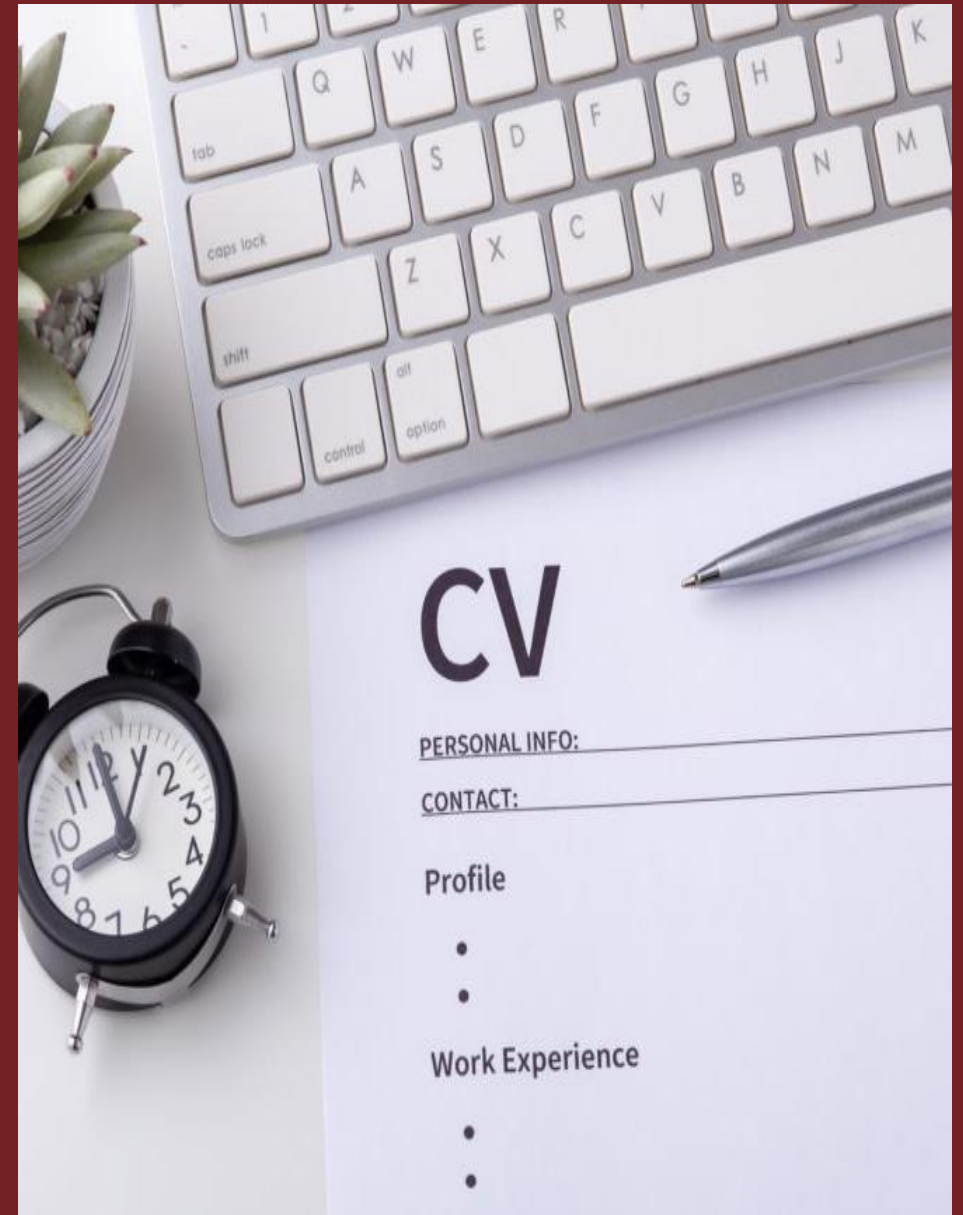
A CV is important when you traying to get a job because:

- Allows you to introduce yourself

- Opportunity to be called for interview

- Good to show cases your qualification and experience

- Helps find a good job



COVER LETTER DEFINITION AND WHY IS IMPORTANT

- A cover letter is a cover letter what you send with your CV that gives a potential employer information about your skills an experience.

(Merrian-Webster,2020)

Cover letter it is important because :

- Giver the opportunity to impress the recruiters you are a strong candidate
- It helps to formulate the good first impression
- Is a very affective way of communication



CONCLUSION

- This are academic and employability skills witch help me in my career



REFERENCES

- Tracy ,B. (2009) *The 80-20 rule explained (a.k.a the pareto principle)*. [online] Available at: <https://www.briantracy.com/blog/personal-success/how-to-use-the-80-20-rule-pareto-principle/> (Accessed 5th November 2020)
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THANK YOU
for your attention
and i hope you
enjoyed my presentation.



THANK YOU AND QUESTIONS.