

Student Name-Marius Viorel Grama

Student Number-2018945

Module Name-Academic and Employability Skills

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Lecturer Name-Anita Nan

Assignment Title-ACE

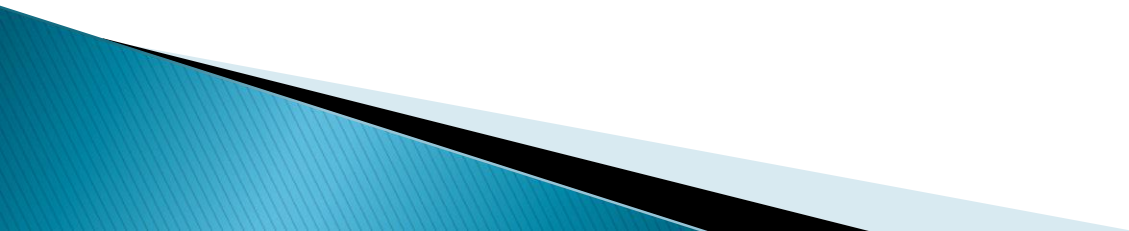


Table of contents

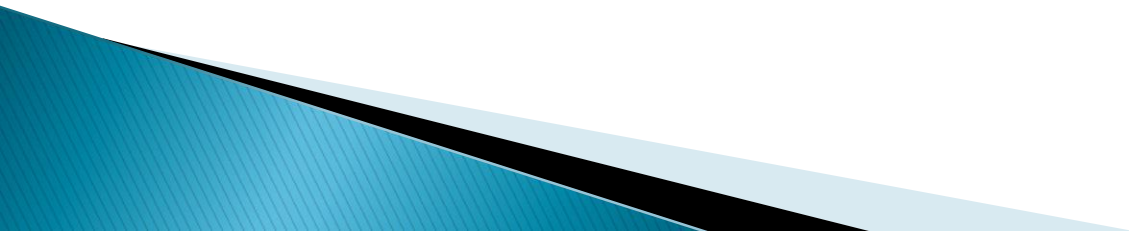
← Slide 3: Introduction

Slide 4: *SWOT Analysis*

Slide 5: *Time Management Tools*

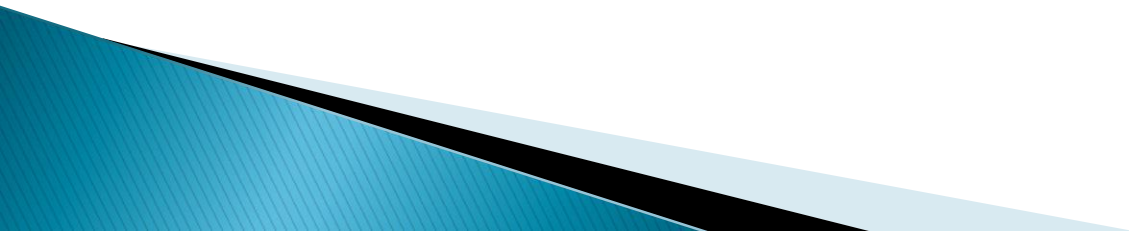
Slide 6: *Personal Development Plan*

← Slide 7: Conclusion



Introduction

Academic and Employability Skills are both essential areas as they help in making an individual better in their studies and also preparing them for the corporate world in which they will face with other individuals



SWOT Analysis

SWOT ANALYSIS

	Helpful to achieving the objective	Harmful to achieving the objective
Internal origin (attributes of the organization)	Strengths S	Weaknesses W
External origin (attributes of the environment)	Opportunities O	Threats T

- ▶ My strength includes of being able to obtain perseverance that directly facilitate in creating an effective method through which I am not able to give up even in the most dire situations
- ▶ My weakness is that I need to improve upon includes of weaknesses such as time management, paraphrasing, summarisation, and other skills.

Time Management Tools



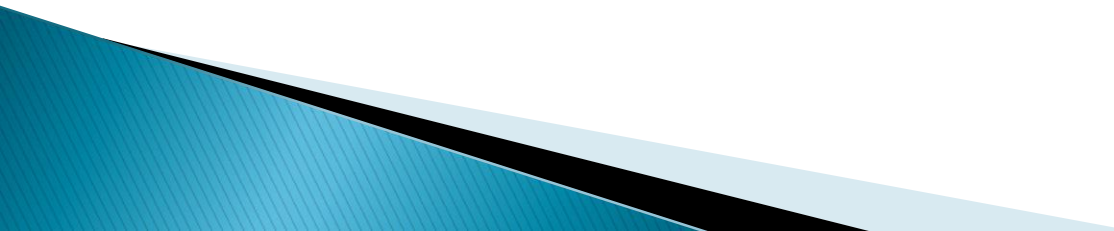
- ▶ A wide variety of time management strategies are present that can help me to be able to effectively break down my time in an effective manner.
- ▶ This has allowed me to be able to focus towards important aspects such as paraphrasing, summarisation, and other aspects that need immediate attention as this will help me to synthesise information at of high-capacity

Personal Development Plan

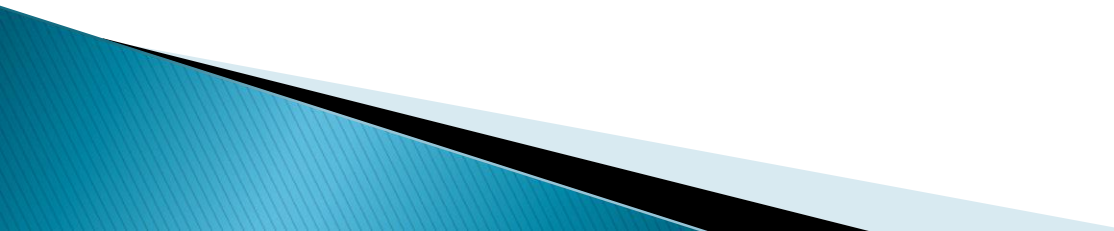


- ▶ *Develop paraphrasing, summarisation, and time management*
- ▶ *Develop includes of curriculum vitae and cover letter writing*

Conclusion

- ▶ Through this above analysis, I have been able to evaluate and understand that it is important that different types of strengths and weaknesses are elucidated that can help an individual to develop appropriately.
 - ▶ .Moreover, I have created an action plan on the basis of my own weaknesses and areas in which I shall develop.
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Bibliography

- ▶ Gürel, E. and Tat, M., 2017. SWOT analysis: a theoretical review. Journal of International Social Research, 10(51).
 - ▶ Helms, M.M., 2021. Encyclopedia of management. Thomson.
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THANK YOU