

Academic And Employability Skills Practical Portfolio BMSW4001

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Employability Skills

Skill sets needed by a person who
wants to get a job and rise through
the ranks.

(Hind and Moss, 2017)



Skills Necessary as Management Trainee

Hard skills and soft skills are both necessary for professional success.

 **Hard Skills:** Written communication, verbal communication etc.

 **Soft Skills:** Time management, problem-solving skill etc.

Some Academic and Employability Skills

01

Communication

Skill of effective communication

02

Academic Writing

Skill of formal writing for academic purpose

03

Time Management

Skill of dividing and maintaining time effectively

04

Leadership

Skill of influencing others

05

CV Writing

Skill of writing a distinctive and well-designed CV

(Ellis, 2013)

Existing Skills



Teamwork



Communication



Academic
Writing



CV Writing



Public Speaking



Meeting
Deadlines

(Bailey, 2017)

Skills need to be Improved



Time Management

Managing and distributing time effectively



Organising Info

Organising essential information efficiently

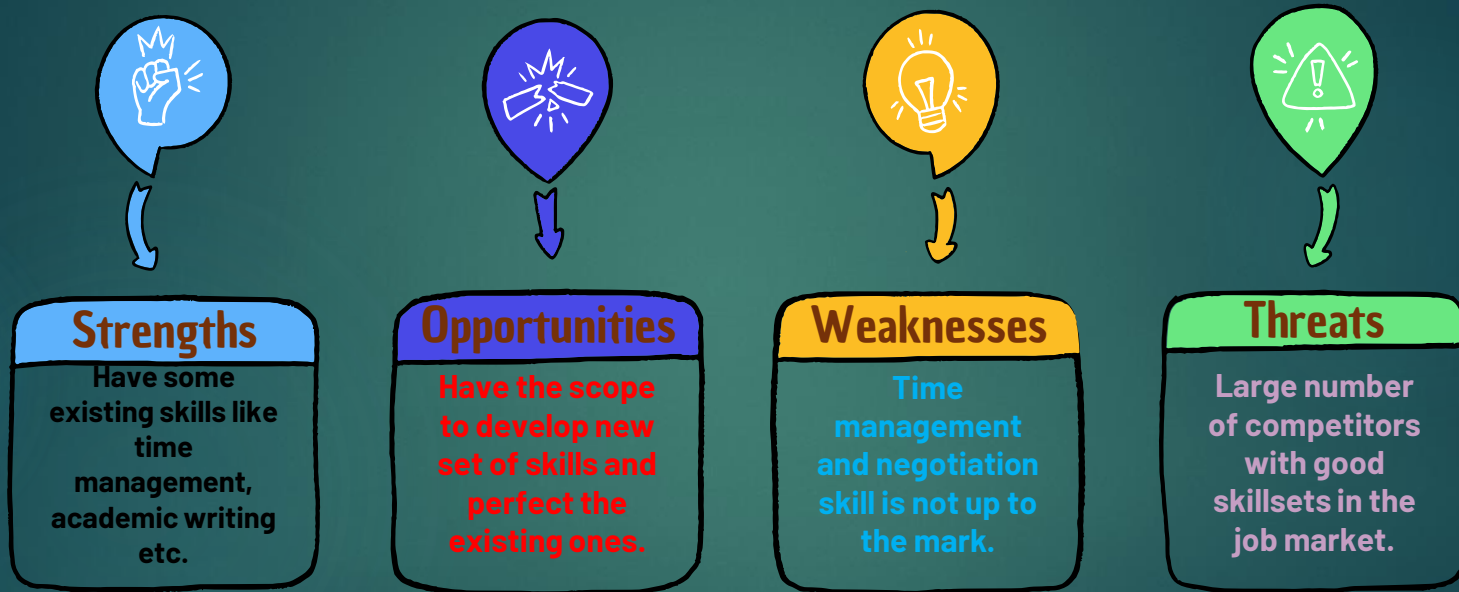


Negotiation

Art of influence and persuasion

(Williams and Reid, 2017). 

Personal SWOT Analysis



Personal Development Plan

- **Complete the academic degree**
- **Enroll and complete some online courses on managerial training**
- **Get into an internship in a reputed organisation**
- **Build up proper skills to increase employability**
- **Join a reputed company as a management trainee**





References

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