

UNIVERSITY OF WALES TRINITY SAINT DAVID

ACADEMIC AND EMPLOYABILITY SKILLS: BMW4001

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INDIVIDUAL PRESENTATION

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CONTENT

- TIME MANAGEMENT
- SWOT ANALYSIS
- SMART ACTION PLAN
- COVER LETTER
- CV

TIME MANAGEMENT AND TOOLS

- USE A TIME PLANNER AND CREATE A MASTER LIST
 - WORK FROM A LIST
 - ORGANIZE BY PRIORITY
 - TIME MANAGEMENT TOOLS AND SYSTEMS
 - ORGANIZE YOUR TIME
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CONTINUED

- INDEFINITE TIME IS THE ATTRIBUTE OF THOSE WHO DID NOT DO EVERYTHING TO ORGANIZE IT.
 - MANAGING ONE'S OWN TIME ACTUALLY MEANS MANAGING ONE'S OWN TIME.
 - TIME MANAGEMENT IS A TOOL THAT ALLOWS: ELIMINATING WASTE OF TIME, PREPARING FOR MEETINGS, REDUCING WORK STRESS, MONITORING THE PROGRESS OF PROJECTS, ALLOCATING RESOURCES PROPERLY FOR TASKS, ENSURING THAT THE CORRECT AND SUCCESSFUL DEVELOPMENT OF PROJECTS IS NOT NEGLECTED, EFFICIENT PLANNING OF THE WORKING DAY.
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SWOT ANALYSIS

- STRENGTHS
- WEAKNESS
- OPPORTUNITIES
- THREATS

CONTINUED

STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
• OBSERVANT	• FOCUS	• TO ACHIEVE MY DEGREE	• NEGLECTING MY PRIORITIES
• INDEPENDENT	• TIME MANAGEMENT	• TO GET SECURE BETTER GRADES	• NOT FOCUSING

SMART ACTION PLAN

TARGETS	ACTION	SPECIFIC	MEASURABLE	ACHIEVABLE	RELEVANT
Not taking care of my time	Creating a weekly plan	Creating a weekly plan structure and plan all my work	I will know, I will succeed when i wouldn't have to use a weekly plan anymore to be prepared for the week	I know this will attain me success because it will defiantly further my degree and in general life	This is very relevant to me as it is crucial to my education and to my degree

COVER LETTER AND THE PURPOSE

- A cover letter is an opportunity to introduce myself and provide additional information on my skills and experience
- Cover letter also explain why I am qualified for the job

WHAT IS THE PURPOSE OF A COVER LETTER

- To introduce myself in an organization
- Demonstrate my interest for the company and the job specific
- Convincing the employer I am the best candidate for the position

CV WRITING

- Must be clear and concise
- Structure
- Contact information
- Summary statement
- Educational background
- Work experience

CONCLUSION

- Although each company wants employees can bring benefits to the company and let the company in an invincible position.
- A SWOT analysis identifies your strengths, weaknesses, opportunities and threats to assist you in making strategic plans and decisions.