



Academic and Employability Skills

Introduction

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**Academic and Employability
Skills**

Module Code: BMSW4001

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Intended Career: Brickwork Supervisor

01 To be a brickwork supervisor

02 Learning how to coordinate activities of a team

03 Having experience of monitoring activities

04 Developing the skills needed to be a brickwork supervisor



(Stone, 2017)

Job

Responsibilities



- **Ensuring the conditions of the contract are met.**
- **Reporting the status of the projects.**
- **Monitoring performance of the subordinates.**
- **Coordinating the activities of the team.**
- **Carrying out client liaison.**

(Lucas, 2020)

SWOT



(Decision Aid Publishing, 2019)

Existing Skills



Communication

Strong communication and negotiation skill



Flexible at working

Able to work in any work condition, nature and time



Coordination and organising

Good at coordinating works and organising group tasks

(Lucas, 2020)

Skills Requiring **Improvement**

♥ Interpersonal Skills

✋ Conflict Resolution

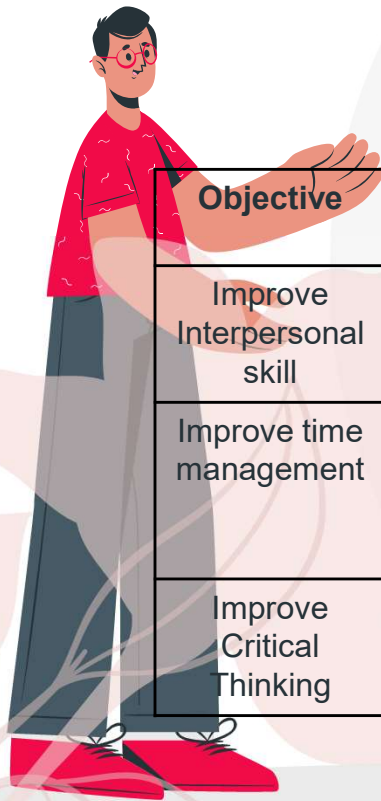
⌚ Time management

🧩 Critical Thinking

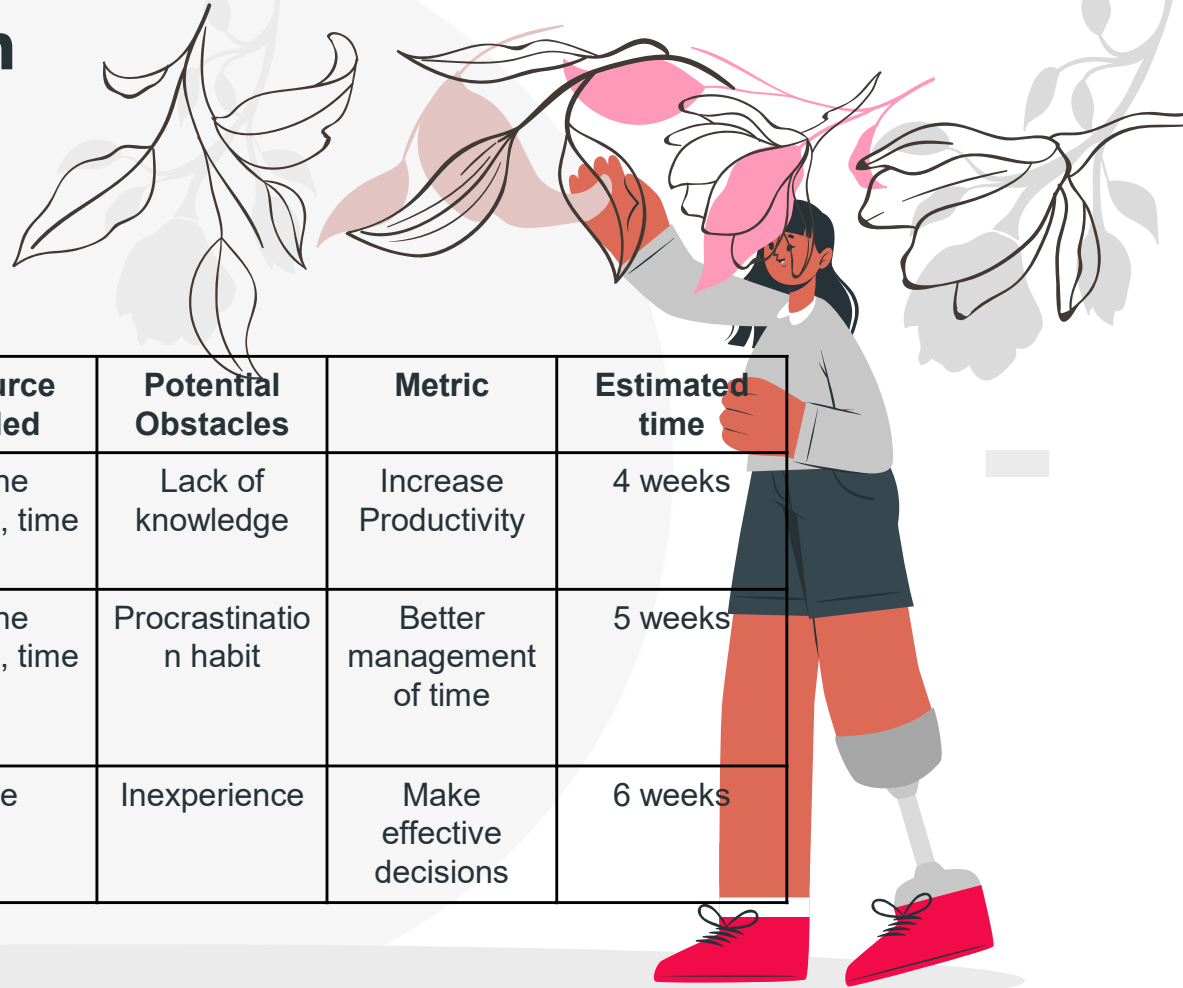


(Juch, 2018)

Personal Development Plan



Objective	Action	Resource Needed	Potential Obstacles	Metric	Estimated time
Improve Interpersonal skill	Enroll in courses	Online material, time	Lack of knowledge	Increase Productivity	4 weeks
Improve time management	Enroll in courses	Online material, time	Procrastination habit	Better management of time	5 weeks
Improve Critical Thinking	Regular Practice	Time	Inexperience	Make effective decisions	6 weeks



(University of Malaya, 2019)

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THANK YOU