

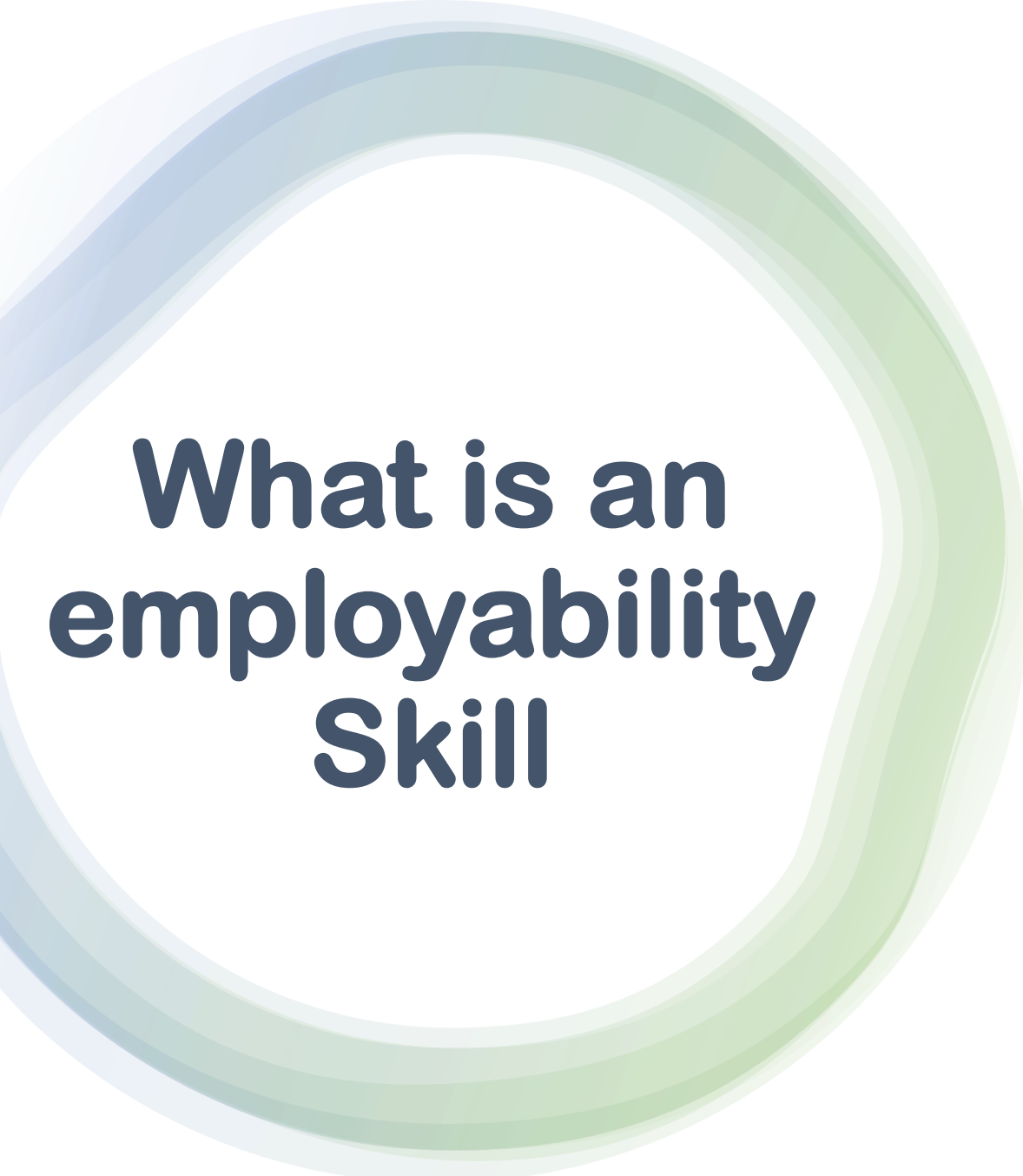
Academic & Employability Skills

Task 1 - Individual presentation

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Group 10



What is an employability Skill

- It refers to the attributes of a person that makes them gain and maintain employment by reflecting on their learning and achieving goals this can also be done by completing a SWOT analysis.
- S – strengths
- W – weaknesses
- O – opportunities
- T – threats
- This can be done by analyzing the skills we already have and can be transferred to complete a certain job these are called **Transferable Skills** or **Job-related skills** which is something that we learn to complete a specific job i.e.; a doctor or a nail technician etc.

SMART Goals

Learning that we must be realistic and set SMART goals have helped me a lot to realize that everything can be achievable if I use the right time management list to prioritize or eliminate as needed for example, using the Eisenhower method has helped me reduce stress and allowed me to complete even more tasks than before.

The Eisenhower Decision Matrix



- Studying and being a full-time mum during these pandemic have not been easy but these method helped me prioritize things in a different way.
- By doing these I can take more time to study and revise as I learn to delegate or eliminate not important tasks.

Personal Development Plan

	Short – Term What do I want to accomplish in the next three to six months?	Mid – Term What do I want to accomplish in the next six months to two years?	Long – Term What do I want to accomplish in the next two to three years?
My Goals What are my overall goals that I want to accomplish in this time period.	I would like to focus on my studies as much as I can as this can be hard for me sometimes.	Continue learning and have graduated from this course.	Started my Business Management Course and have started my own company.
Skills and knowledge to be learn What specially do I need to learn? what project do I need to work on?	The world of Business and Design fascinates me so within this time frame I want to learn and develop my skills as much as I can.	By this time, I want to have my Business plan clearer to gain and develop more skills by continue studying .	Focus on my Interior Design career have enough skills to go into that industry and be able to open my own office.
Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project?	I can achieve these goals by focusing on my learning and spending more time revising and reading relevant books.	I know I can achieve this goal by continuing in full time education.	

My Intended Career

- Since I was a little, I have been Business orientated being raised by my grandmother a women who always worked for herself and raised her family at the same time thought me to work hard for what I really want in life.
- It took me years to make the decision and join university as I used to think that my learning years where in the past and I had to continue working in what I don't enjoy and for companies that don't appreciate any work you do for them.
- I love Interior Design and being a Business minded person, I thought why not study them both and start my own business one day and this is what I am doing, I am working hard to gain the studies a need to achieve my goal and be a successful Interior Designer and Business Manager.

Understanding of the word “work”

Work is an activity that a person engages in a regularly basis.

People looking for has a specific task, duty, function, or assignment often being a part or phase of some larger activity.

Investing time to understand a job, tasks, environment, and or equipment and means that you must have the knowledge, skills, abilities, and other characteristics employees must possess to complete required job duties.

The next step to achieving great hiring results is to define and understand the job and do the correct analysis that should define the abilities and behaviours that drive job success.

Understanding the “work”

By defining the job, the hiring organization starts the hiring process because the job criteria are linked this process involves meeting with job family subject matter experts to have them describe the job tasks.

The job tasks can be summarized into similar groups. which are:

Abilities

Skills

Motivations

Successful job performance means that competencies are interacting with one another enabling the employee to perform the job successfully.