

UNIVERSITY OF WALES TRINITY ST. DAVID

Certificate of Higher Education in Skills for the Workplace

A stylized sun graphic with a large yellow circle and several short yellow lines radiating from it, set against an orange background.

Academic and Employability Skills
“Individual presentation”

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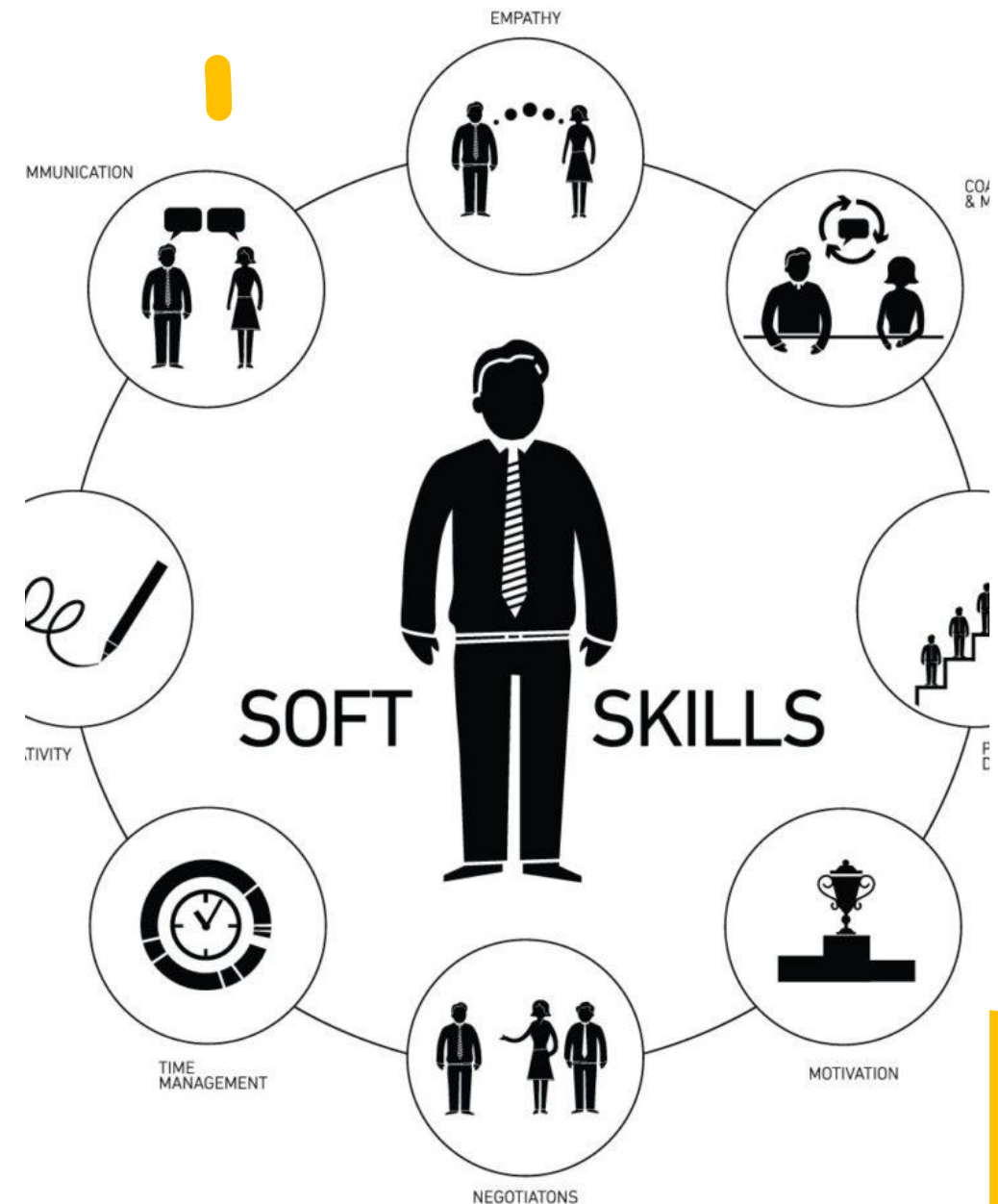
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Introduction

- Composed of discussions that shall highlight my positive as well as lacking competence across skills
- Followed by identification and evaluation of time management tools
- Depiction of personal development plan



Discussion of comprehended skills using SWOT

Strengths

- better rapport and understanding across my reading and verbal communication skills
- competent across my public speaking and presentation skill as well (Fogarty et al., 2018)
- higher competence level across my planning skills

Weaknesses

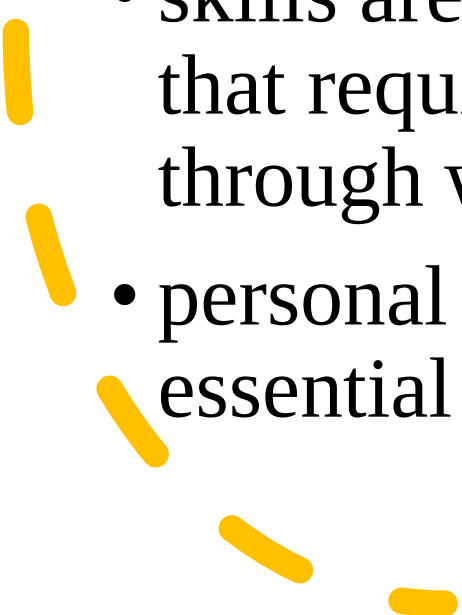
- problems within by written communication skills
- shortcoming across how I perceive the use of English language
- grammatical and sentence construction mistakes that I make in the delegated written assignments (Wrahatnolo, 2018)



Opportunities

- shows a path to develop and make myself ready for the choice of profession that I shall be selecting in the future
- Time management and effective oral communication abilities are among the most required aspects of an employee while working around teams and delegated tasks (Fogarty et al., 2018)

Threats

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- skills are also essential in professional lifestyles during the tasks that require reporting to concerned managers in a company through written formats (Wrahatnolo, 2018)
 - personal and professional developments across these abilities are essential to strive for success

Responding to skills development using time management tool

Time planner

- strategise what steps are required to be undertaken for completion of planned task along with the capability to attain maximum output within limited time (Adams and Blair, 2019).

Using lists to perform tasks

- I can use is “to-do” list that is said to include a record of data regarding what tasks are required to be completed within a certain period (Razali et al., 2018)

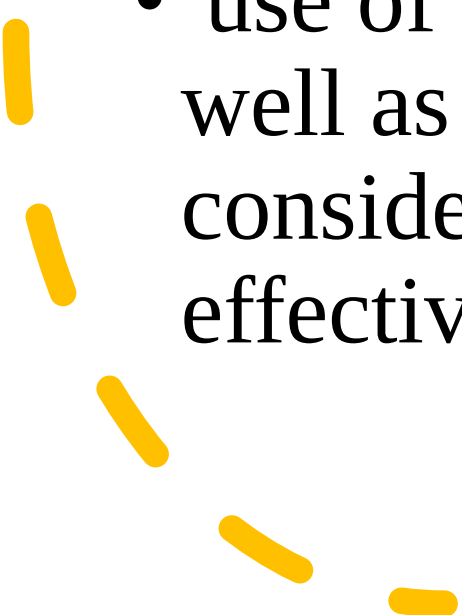




Organising and scheduling tasks based on priority and urgency

- effective organisation and task scheduling depends upon continuous practice of the particular activity in real-time (Razali et al., 2018).

Use of Personal Digital Assistant device and software

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- use of stopwatches that comes in physical form as well as those installed in mobile devices can be considered as effective PDAs for managing time effectively (Adams and Blair, 2019).

Personal Development Plan

Skills to develop	Start Date	Duration	Undertaken actions	Review of developed skills
Written communication	01/04/2022	2 months	• Undertake grammar classes • Being enrolled in English language tuitions • Research across internet for skill development • Participating in physical and virtual lectures organised within the university	It can be reviewed by taking online actions and compare the scores of each with previous performance levels.
Paraphrasing	1/06/2022	3 months	• Making notes while reading • Carrying out different tasks organized by tutors for skill development • Review performance and learn from mistakes	The test organized by lecturers in the class shall allow me to know the areas that I require improving further through my academic career.

Summarising	01/09/2022	4 months	• Carrying out different tasks organized by tutors for skill development • Review performance and learn from mistakes done in previous assessment • Making notes while reading • Developing rapport across grammar and sentence construction	The aspects of assessing performance based on scores received during online free grammar test shall help me to measure performance at acute intervals.
Flexibility	01/01/2023	3 months	• Develop critical thinking skills • Measuring how well I am capable of undertaking rational decisions during complex situations • Always have options for every approach that I had planned to use across a task	I have to see how less I am panicking in complex situation in order to understand how far I have become flexible after the end of the actions planned and stated above.

Conclusion

- Enumerate that identification of strengths, weaknesses, opportunities, and threats are responsible for individuals that are looking forward to own effective skills and competence
- Becomes easier for people to develop further and build greater competence across the abilities



References

- Adams, R.V. and Blair, E., 2019. Impact of time management behaviors on undergraduate engineering students' performance. Sage Open, 9(1), p.2158244018824506.
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THANK YOU