

# Academic and employability skills

*Lecturer : Lloyd Beharry*

*Student : Alexandru Cosmin Stefan*

*ID : 2008651*

# Introduction- personal profile

- ◆ I am an ambitious student in Business Management with industry experience in retail and hospitality and owner of my own business.
- ◆ I am well organised, but friendly person, so I can easily integrate in any teams.
- ◆ I adapt easily to any position and I can find a fast solution to any problem at work.

# Reflection on my employability

*Reasoning of my enrolment to the University*

- ◆ *To obtain a Degree in Business Management*
- ◆ *To gain knowledge in managing a business*
- ◆ *To increase my chances in obtaining a job in management*
- ◆ *To help me develop my existing business*

# PERSONAL COMPETITIVE ADVANTAGE

- ◆ I am in partnership with my brother in a coffee vending machine business. I am managing this business whilst studying in London, in order to obtain a degree in Business Management.
- ◆ My vast experience in the restaurant industry provided me valuable knowledge for my personal business, which I aim to expand here in the United Kingdom. I have experience in managing people, working in busy teams and I am capable to interact with people at every level in an organisation.
- ◆ My perseverance and determination to improve and develop myself through lifelong learning constitute a great competitive advantage and emphasises my employability skills.

# SWOT ANALYSIS

## STRENGTHS

*LEADERSHIP SKILLS*

*ORIENTATION FOR ACHIEVING TARGETS*

*PLANNING SKILLS*

*COMMUNICATION SKILLS*

## WEAKNESSES

*COMPULSIVENESS*

*PROCRASTINATING*

*IT SKILLS*

## OPPORTUNITIES

*DEGREE IN BUSINESS MANAGEMENT*

*APPRENTICESHIPS*

*BUSINESS EXPANSION*

## THREATS

*COMPETITION*

*INTERNAL PROMOTION IN ORGANISATIONS*

*ECONOMIC REGRESSION*

*PANDEMIC UNCERTAINTY*

# Personal Development Plan

- ◆ A personal development plan is considered to be a lifelong process that involves establishing a career aim/aims that the individual intends to achieve over a period of time, short or long.
- ◆ The Personal Development Plan assesses and identifies the needs for skills or competences and it is followed by the selection of the appropriate activities towards the development of those needs (Siddique, 2004).

# Personal Development Plan

## Career goal: Manager

| Skills needed   | How to be achieved                                                                                       | Obstacles                                        | Date of completion |
|-----------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------|
| IT Knowledge    | Undertaking an IT course online                                                                          | Financial constraints                            | 8 months           |
| Leadership      | Participating at the seminars (CertHe in Skills for workplaces, University of Wales Trinity Saint David) | Health issues, Not being able to attend seminars | 1 year             |
| Time Management | Participating at the seminars (CertHe in Skills for workplaces, University of Wales Trinity Saint David) | Health issues, Not being able to attend seminars | 1 year             |

# “12 Qualities Employers Look For When They're Hiring”

- ◆ According to Forbes (2016) there are 12 main qualities that are required by majority of employers: understanding your own path, have clear objectives regarding the career path, pointing to successes at work or elsewhere, being able to think independently, being able to solve problems, having ambition, being proactive, being open to new and learning new things, being goal-oriented, teamwork and assuming responsibility.

# References

*Borton T. (1970) "Reach, Touch and Teach", New York :McGraw-Hill Paperbacks*

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*Griffin V. (1998)Appreciating Adults Learning: From the Learner's Perspective, London: Kogan Page*

*Siddique C.M.( 2004) "Job analysis: A strategic human resources management practice. International Journal of Human Resource Management", Vol 15*