

Programme: CertHE Skills for the Workplace
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- ❖ In this presentation I am going to talk about my employability skills in relation to my intended career.
- ❖ I am going to discuss the skills that I already have and the skills I need to improve in order to achieve my goal.
- ❖ To identify the employability skills needed I am going to use a SWOT analysis, a SMART plan to set the goals and a PDP (personal development plan)

INTRODUCTION



FUTURE CAREER PLANS – CLEANING BUSINESS

Time
management

Honesty

Activeness

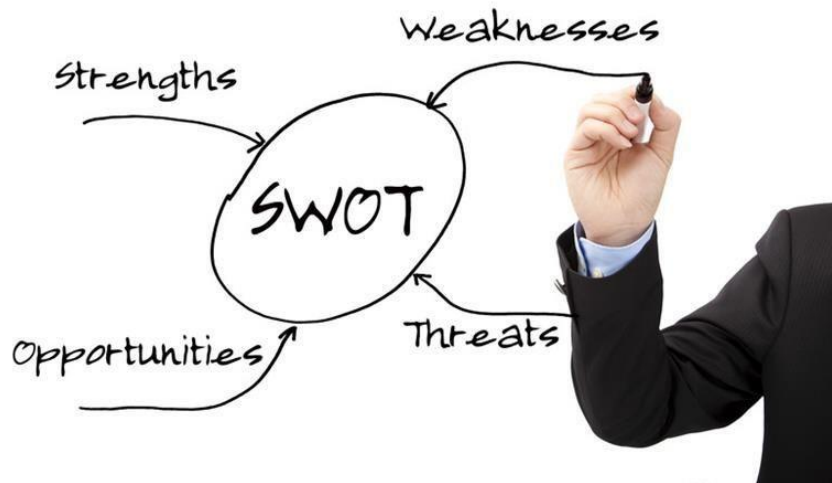
Versatility

Communication
skills

Problem solving

(Meyer, 2019)

EMPLOYABILITY SKILLS REQUIRED



(Lorena, 2016)

SWOT ANALYSIS

After identifying the employability skills that I need in order to succeed in the cleaning industry, I will make a personal SWOT analysis based on actual experience.

STRENGTHS

- ❖ Time management
- ❖ Honesty
- ❖ Versatility
- ❖ Activeness

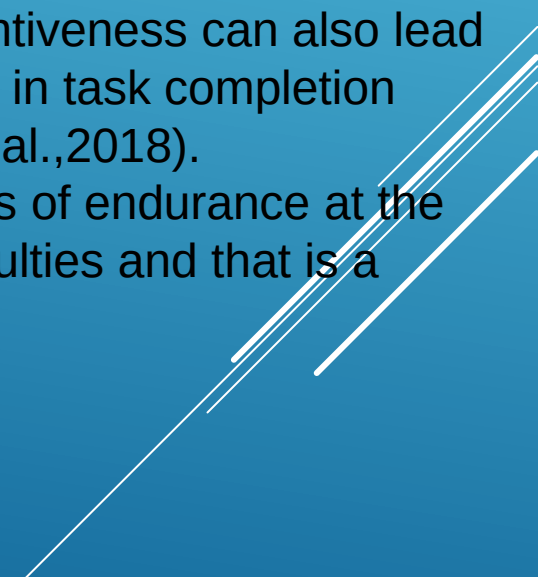
WEACKNESS

- ❖ Communication skills
- ❖ Problem solving

Opportunities

- ❖ The development of communication skills will be providing me better opportunities
- ❖ Time management is another strength from which I can incorporate in cleaning business.
- ❖ Activeness will be helping in conducting my aspired business .

Threats

- ❖ Lack of opportunities
 - ❖ Lack of attentiveness can also lead to disruption in task completion (Gruzdev et al.,2018).
 - ❖ I have issues of endurance at the time of difficulties and that is a threat.
- 



► After finishing my personal SWOT analysis, I will make an action plan according to my own situation based on SMART and PDP.



SMART & PDP

SMART PLAN

Goals	Specific	Measurable	Attainable	Relevant	Time bound
❖ Communication skill	I need to develop my communication skill	It can be measured by feedback of tutors or peers	By attending classes and practicing it can be attained	Completely relevant in cleaning business to deal with clients	Can be attained within 6 months
❖ Problem-solving skill	I need to develop my problem-solving skill	Can be measured by trying to resolve issues	Can be attained by adhering to patience	Relevant to solve client's issues	Can be attained within 3 months

Table 1: SMART Action Plan

(Source: Developed by the Author)

PROFESSIONAL DEVELOPMENT PLAN

Skills to be developed	Activities for development	Needed support	Target Time
❖ Communication skill	❖ I will be attending classes from tutors to develop communication skill	❖ Feedback of the tutor and peers are needed and also their support is needed to practice	❖ Around 6 months
❖ Problem solving skills	❖ I will be taking the responsibility to solve issues involving in difficult circumstances for the development purpose	❖ Support of my peers and teammates are necessary to enhance my confidence at that time.	❖ Around 3 months

Table 3: Professional Development Plan

(Source: Developed by the Author)

CONCLUSION

- ❖ To conclude it can be said development is necessary for conducting business
- ❖ Therefore, I need to develop my weaknesses and threats as soon as possible
- ❖ The presentation have presented all the issues properly
- ❖ For conducting cleaning business in future, I need to concentrate on the development aspects



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REFERENCES

Thank You!

