



Prifysgol Cymru
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University of Wales
Trinity Saint David

Academic and Employability Skills

BMSW4001

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Introduction Business Career



I have chosen this career because in the future I would like to open my own business and I am passionate about it. I wish to open a restaurant or a café. Until I will open my own business I would like to work at the bank.



I think this career will help me to show my skills and knowledge I learned at the university.

Types of Skills

Definition of Skills: Skill is the ability, coming from one's knowledge. For example, writing skills, I practiced writing every day and I obtained writing skills.

Examples of skills:

- **Job skills:** are usually obtained through training and work experience.
- **Academic skills:** are obtained and applied while studying.
- **Transferable skills:** are any skills you be the owner of, and they are useful to employers across various jobs. For example, communication, teamwork, organization, etc.
- **Adaptive skills:** are skills that you can develop so you can continue to grow and learn in your workplace. For example, open-minded, determined, etc.
- **Life skills:** used in everyday activity. For example, cleaning, studying, etc.

SWOT Analysis

Strengths

- Time management Skills
- Team working Skills
- Communication Skills
- Customer Service Skills

Weaknesses

- I focus too much on the details
- Sometimes I'm shy
- Takes things personally
- Disorganised

Opportunities

- I will learn to be patient
- Learn to be organized
- Develop personal skills and a customer relationship culture

Threats

- Higher level of stress
- So much competition
- Lack of experience

Personal Development Plan

Job: Retail banking	How:	How long:	Obstacles:
1: Problem Solving Skills	Certificate of Higher Education in Skills for the Workplace	1 year	Unemployment
2. Communication Skills	Business Course	3 years	Sometimes being shy
3.Attention to detail Skills	Business Course	3 years	Disorganized
4. Stress Management Skills	I also learned this from Business Course, and I practiced alone in very stressful situations to be calm.	3-4 years	Loss of patience

Conclusion

In conclusion, I told you about my plans and what I would like to do after University and how this is going to help me. I also talked about: Types of Skills, SWOT Analysis and Personal Development Plan. I hope these things helped you get to know me better.



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THANK YOU

Thank you!



Q&A
