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ACADEMIC AND EMPLOYABILITY

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CONTENTS

- ▶ Employability Skills
- ▶ Time Management
- ▶ SWOT Analysis
- ▶ Personal Development Plan (PDP)
- ▶ Conclusion
- ▶ Reference



EMPLOYABILITY SKILLS

“Employability Skills can be defined as the transferable skills needed by an individual to make them ‘employable’. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee. These skills are what they believe will equip the employee to carry out their role to the best of their ability.”

Good communication

Motivation and initiative

Leadership

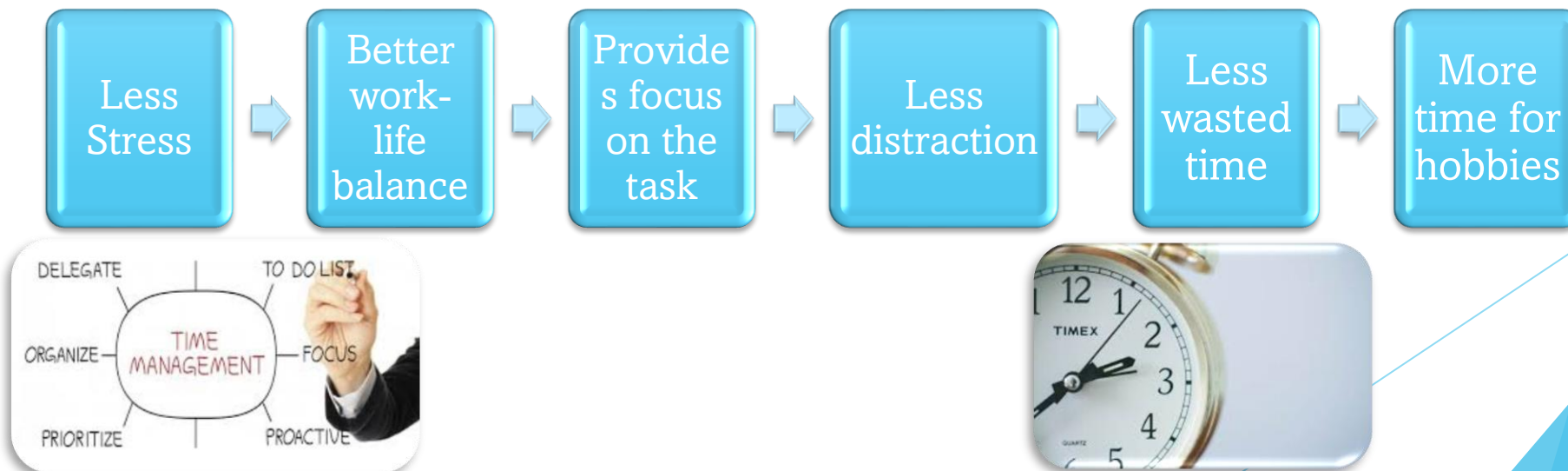
Emotional
control

Team work

Reliability

TIME MANAGEMENT

- ▶ Time management is the process of organizing and planning how to divide time between specific activities. The better you manage your time, the smarter you can work without working harder, so you can do more work in less time, even if you are overwhelmed by time.
- ▶ Time management is important because it helps you manage your employment days so you can build your business without losing work-life balance. Here are some benefits of proper time management:



SWOT ANALYSIS

- ▶ SWOT analysis is a simple but useful framework for analysing the strengths, weaknesses, opportunities, and threats of an organization. It can help you use what you do well, solve your shortcomings, minimize risks, and maximize your chances of success.



MY PERSONAL SWOT ANALYSIS

Strengths

- Good communication
- Determination
- Time Management
- Organization

Weakness

- Impatience

Opportunities

- Courses Online
- Carry out new projects

Threats

- Competition
- Leadership Skills

PERSONAL DEVELOPMENT PLAN (PDP)

- ▶ A Personal Development Plan, also known as a PDP, is a documented plan that outlines your goals, the advantages you already have in these areas, what changes you need to make to achieve these goals, and what you need to improve in your area Skills work.

Personal Development Plan Template

Personal Development Plan

	SKILL	CURRENT ABILITY	TARGET ABILITY	DEVELOPMENT OPPORTUNITY	CRITERIA TO JUDGE SUCCESS	TIME FRAME	EVIDENCE
1 st PRIORITY							
2 nd PRIORITY							
3 rd PRIORITY							

1. Set yourself goals.
2. Prioritise those goals.
3. Set yourself deadlines for when you want to achieve them.
4. Recognise threats and opportunities.
5. Develop your skills or increase your knowledge.
6. Use your support network.
7. Measure your progress.

CONCLUSION

- ▶ Since I want to pursue a career in psychology, I need to be a super organized and responsible person, starting with PDP, to highlight some of my important and future goals, analyse strengths and my weaknesses to see where I can improve, for this I will use SWOT analysis. Since I can be a good psychologist, I will have excellent time management, so that I can organize myself between work and family. With this assessment, I see that to be successful, we must pay attention to every detail of the goal and we cannot waste time on the little things.

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