

REPORT OF MY ACADEMIC AND EMPLOYABILITY SKILLS

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Academic and Employability Skills

24 December 2019

Acknowledgements.

I acknowledge, it has been my pleasure to study this quarter and learn new things in which they will make me have more knowledge in order to have a better future. It is a honor to have a Tim Hopkins as a teacher and to learn from him new things, thanks to my friends for the trust, patience they have had with me as well and to explain all the doubts I have had.

CONTENTS

- 1. ABSTRACT OR SUMMARY**
- 2. INTRODUCTION**
- 3. METHODOLOGY**
- 4. RESULTS OR FINDINGS**
- 5. DISCUSSION**
- 6. CONCLUSIONS**
- 7. REFERENCES**

1. SUMMARY

In this report I will talk about my skills that I have learned over these years, studying, working, communicating with people from several countries; thanks to my own company it gives me to many opportunities to learn and to improve my skills. And what I want to learn in order to continue studying my career, which in this case it will be International business. I will also talk about all the skills that I have been learning during all these years from my experience, the ones that I have not learned, I had to develop myself as I mention before from my experience work, even though there are another kinds that I need still to learn and how to use my skills to certainly reach my main goal which at the moment is finish my career.

1. INTRODUCTION

The purpose of this report is to introduce myself, Mohamed Berrouba Benyoub In this report I will also talk briefly about some topics I have learned during this quarter'; And also I will talk about how to use my weaknesses in order to get new jobs, new goals throughout my life. And how to use it as a strong weapon to develop myself.

I have used some which well know and respected tools

- A) SWOT analysis
- B) DPD personal development plan
- C) SMART goals
- D) The Eisenhower method

As we have learned to paraphrase and summarize effectively, the report will also finally include 3 articles that are essential for my career tomorrow; Communication at work place. At the end of the report, I will demonstrate that I have become a student with minor qualifications to be a person with enormous qualifications to be able to get rid of anything I need and it is necessary for me to have a future developed in my business. The work area for which I was most interested was communication; Because without communication we cannot move forward in many jobs, communication is all in one job.

With these tools they will help me to have an adequate future, to fulfill my goals and my objectives.

2. METHODOLOGY

My methodology section covers the things I have been studying and learning in class during this quarter and some of the techniques that I have learned to become more aware of my strengths and work to improve all my skills and knowledge.

In class we looked at the SWOT (strengths, Weakness, Opportunity and Threats) Analysis, the Eisenhower method to assist us in our time management, and a PDP (Personal Development Plan) to set out own personal aims and goals.

I also studied and learned the art of paraphrasing in order to simplify a particular piece of writing whilst not changing its overall message and to always reference our work to avoid the possibility of plagiarism.

Another very useful tool that I have learned was to summarize a summary, which allows us to communicate the main points of a piece, but more briefly and to the point summarizing it. I have also given three revealing articles to discuss, in order to show my understanding of these issues and my interest in the communication with which they relate.

3. FINDINGS

Now I will develop the basic elements of my findings in the best possible way so that they can be understood and see that I have understood the knowledge of the subject.

4.1 SWOT ANALYSIS

It is very important because it is a feature that allows us to evaluate ourselves to prepare our strategies to be able to achieve a much better defense.

STRENGTHS	WEAKNESSES
-----------	------------

• Hard worker • Always trying to learn more and improve • Good attitude working in group • Very sensitive	• Very pride • Help people • Memories • Hard to trust
OPPORTUNITIES • Mayor focus in attention • Be creative and proactive • Family support	THREATS • Balancing works and home • Lazy people around • Not enough time to reach my plans

4.2 EISENHOWER METHOD

“All tasks are evaluated using the criteria important / unimportant and urgent / not urgent and put in according quadrants. Tasks in unimportant / not urgent are dropped, tasks in important / urgent are done immediately and personally, tasks in unimportant / urgent are delegated and tasks in important / not urgent get an end date and are done personally. This method is said to have been used by US President Dwight D. Eisenhower, and is outlined in a quote attributed to him: What is important is seldom urgent and what is urgent is seldom important. ”

URGENT-IMPORTANT

- The payment of the rent.
- The payment of the bills.
- Meetings on my business.
- To do my checking for my flys.
- Pack my bags.
- To take te car to the mechanic

NOT URGENT-IMPORTANT

- Football training.
- To visit my customers.
- To do the shopping.
- To go to the University.

NOT IMPORTANT-URGENT

- To check the email.
- To call my customers.
- Wake up early.

NOT IMPORTANT- NOT URGENT

- Social media.
- GYM
- To watch TV.
- To play games on the Play station.

4.3 PARAPHRASING

This is one of the most used tools based on to keep the original meaning. Basically, you are writing something in your own words that still expresses the original idea.

ARTICLE:

Mr. Dele Ayemibo is the Ceo of 3T Impex consulting limited. He is a trade Consultant, an Internacional trade Specialist (ITS) and a Certified Documentary Credit Specialist (CDCS) with more than 9 years of Internacional trade experience, within and outside the banking sector.

Import and Export helpline
(2010&2012)

MY PARAPHRASING

Mr. Dele Ayemibo is the Ceo of 3T Impex consulting limited. He is a exchange Consultant, an Internacional trade Specialist (ITS) and a Certified Documentary Credit Specialist (CDCS) with greater than 9 years of Internacional exchange experience, within and outside the banking sector.

4.4 SUMMARIZING

It is a useful tool when you need to explain something in a few words. You can summarize in a shorter space a paragraph without losing the purpose in a shorter space of the next in a precise and clear way.

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with more than 9 years of Internacional trade experience, within and outside the banking sector.

Import and Export helpline
(2010&2012)

MY SUMMARIZING

Dele Ayemibo is the Ceo of 3T Impex consulting limited. (5)

4.5 PERSONAL DEVELOPMENT PLAN

	Short-term Time Frame	Mid-Term Time Frame	Long-Term Time Frame
Section 1- My Goals	• Learn more goals about communication. • More skills to manage my own business.	• Being well trained to open my second business in London.	• To finish my University and my Career and to take my business to several countries. • Keep improving myself.
Section 2- Skills and Knowledge to be Learned	• To learn on Communication. • Comercial awereness. • Team Working.	• Problem solving organisation. • Confidence.	• Resilience. • Analytical Skills. • Mananing ambiguity.
Section 3- Next step	• Learn to negotiate and close negotiations in person.	• To be able to sell my products to other countries with my skills and knowledge.	• To know how to manage a group of workers. • To make my parents feel very proud of me.

4.6 ARTICLES

Now I will show my three articles, relating to my field chosen career.

Tips and Tools Your Startup Can Use to Maximize Your International Business

Traditionally, cost, risk and logistical challenges have discouraged online businesses from selling to or working with customers from anywhere but their home turf. Not anymore.



[NEXT](#)



Image credit: KTSDESIGN | SCIENCE PHOTO LIBRARY | Getty Images



Thomas Smale

CONTRIBUTOR

Founder of FE International



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Opinions expressed by *Entrepreneur* contributors are their own.

The world of digital business is increasingly a world without borders. Any barriers, for example, preventing an ecommerce store in Chicago selling to a customer in Bangalore, or a marketing agency in London hiring a freelancer in Vietnam, are likely to be merely logistical or administrative in nature.

Related: [The Right Way to Grow Your Business Internationally](#)

That's a good thing, because if you restrict your business to the country where you're physically located, you could be leaving a considerable amount of money on the table. According to the [Small Business Administration](#), 96 percent of the world's consumers now live outside the United States, and two-thirds of the world's purchasing power is based in foreign countries. No matter where your company is based, the benefits of international expansion are difficult to deny.

Thomas Smale (2018)

I chose this one because its sounds very interesting to me and it was written by Founder of FE internacional.

Paducah Business Journal

www.bj2019.com

April 26 - May, 2019

Construction & Realtors Tribute

Working together for economic development growth initiative

PADUCAH - Working together and spending with a unified voice to build economic development opportunities and relationships within our community, the United of Paducah, a business association, was a key takeaways from West Kentucky Community and Technical College's first Regional Economic Development Symposium April 24. The symposium is designed to bring competitive, self-sustaining growth to the region, said Bob Quirk, president and CEO of Commerce Lexington, Inc. "Working economic development and providing a central base for funding and programs is part of building a strong economic community. Building strong relationships lead to building strong relationships leading to success."

The symposium also featured a panel discussion on economic development and business development across the region. The panelists discussed the "think local" approach. The event was hosted by the United of Paducah and the West Kentucky Community and Technical College.

The symposium was a success, with many attendees expressing interest in future economic development growth, said West Kentucky Community and Technical College.

"The West Kentucky region has a lot of potential. We are going to see a lot of growth in the region, including the economic and workforce development, business, and education. We are going to see a lot of growth in the region, including the economic and workforce development, business, and education."

The symposium was a success, with many attendees expressing interest in future economic development growth, said West Kentucky Community and Technical College.

INSIDE THIS EDITION:

- New Drivers Pg 3
- Business Success Pg 5
- CFSB News Pg 7
- New Business Pg 10
- AGC Pg 18
- Meet the Doctors Pg 19
- Business Continues Pg 21

RAYMOND JAMES FINANCIAL SERVICES, INC.



Jane N. Martin
Regional Representative
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130 Brett Chase, Suite C
Paducah, KY 42001

The right advice starts with a trusted relationship.

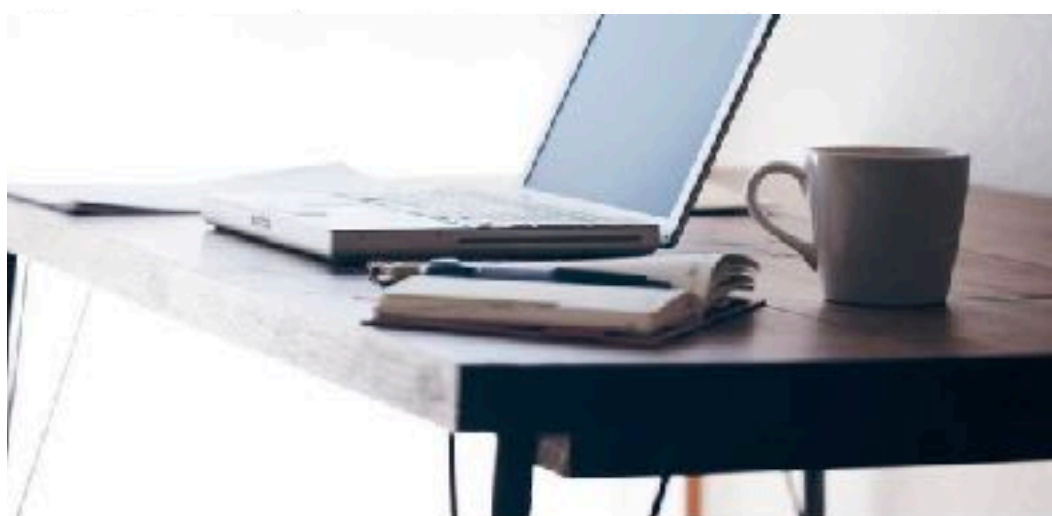
A firm built entirely around you. Simply put, our business is people and their financial well-being.

ECO DEVELOPMENT (2019)

I have selected this article because it talks about Working together for economic development growth initiative.

News > Business

Increasing number of people favouring flexible work, study says



Two out of five adults have done temporary agency work, contracting or freelancing at some point in their careers (Getty)

More people are rejecting the traditional nine-to-five working day in favour of greater flexibility to get ahead in their **careers** and attempt a better **work-life balance**, research suggests.

Two out of five adults have done temporary agency work, contracting or **freelancing** at some point in their careers,

Alan Jones (2019)

This article is also very interested because it talks about Increasing number of people favouring flexible work and study.

5. DISCUSSION

The main objective of discussion is to demonstrate the progress I have made this term, what I have learn till now.

First, by summarising the tools and techniques that I have studied is class throughout the term. This includes tools for my personal development and managment of time as well as analysis of my strengths and weaknesses as well as a brief summary of some of the study that I have learned so far.

Second, I have selected 3 articles that are related a little bit about internacional business and communication, that I have understood and I'm interested in a discussed their content and relevance to show my understanding of the subjects. For example, the first article where the autor gives a strong argument talking about world of digital business is increasingly a world without borders. It means does't matter where you have your business, because some countries they does't let you get your business to them country.

The second article, I have put it to have or able to take an idea in which we must always work together for an elevated life. Many countries today do not work with each other and that creates a lack of products for the countries, as an example we have Dubai and Qatar, two Arabic countries they don't support each other and they have not worked together any more since 3 years a go.

The third article, what this article is explaining is that today many people are rejected job offers, having to work for one person and finish their studies in order to achieve their goals, having a company and not having to work for anyone else.

Cooperative relationships between companies can be better understood if they communicate and examine the context of a network of relationships between them. Theory suggests that cooperation can increase the value of sales and commercial relationships.

6. CONCLUSION

I believe that I have successfully shown that I have progressed from student beginner till now also I have to say that even though I have not been able to attend all classes of academic and employability skills, I had the help from my classmates to be able to focus and not miss everything they have been learning in classes with day to day.

This term has been the first one and something new, but very exciting for me because I have learned a lot about my ability as a own of my business and as well of my own personal habit. Im learning to use my time more productivity and above all to give more priority and focus to what I really want to do with my business and with my life in the future, for example to finish this course with good grades to start my career (International business) to graduate and be able to get more skills and more knowledge which it will help me to develop my business in which I focus to much.

I believe that I am well prepared to face the next term with the best from me and to continue learning more and improving to always give my best.

7. REFERENCES

- T. SMALES (JULY 18, 2018) ENTREPRENEUR EUROPE,
Tips and tools your startup can use to maximize your internacional business.
- A. JONES (2019) INDEPENDENT
Increasing number of people favouring flexible work, study says.
- ECO DEVELOPMENT (2019)
Working together for economic development growth initiative.

Ex.2

Reread the text 'To be a great leader, you need to start by leading yourself' on the previous page. Summarise main ideas from the text in your own words. Write about 175 words.

High number of employers when they start doing the job they supply for in this case, the top position. They think there is something they can manage it, but one time they are doing the job the realisation is more difficult than how they have been thinking.

Mr. Sudmann he believes in his self as a leader is reflection he held stuff nothing to sort out all the problems and mistakes on the business.

Sudmann he realized he was fighting to keep all leaders from improving, leaders they have to much to do and not enough time to manage everything.

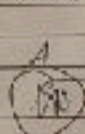
It's time to stop the "Classic leadership problems"; Sudmann found the right person to sort out his problems. Sudmann he found it tremendously helpful. Before he breaks down these actions that go into self-leadership.

They need to know all their biases, predilections and weaknesses, and other idea is to take every single day business as 5 to 10 min break to think about everything.

Lecturer's comments:

A bit short. Can you include
Marina Avolio's work?

Lecturer's signature:

A good start ✓


Date: 16.10.19

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Personal Development Plan

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next 6 months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 1 - My Goals What are my overall goals that I want to accomplish in this time period? Example: Become a Student Affairs Officer, lead 100 volunteer projects	Learn more goals about communication, more skills to manage my own business.	Being well trained to open my second business in London.	to finish my University and my career and take my business to several countries, keep improving myself.
Section 2 - Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on? Example: Study abroad, Summer, short-term, develop a business plan, network.	to be a communication, General audience, teamwork.	Problem solving - Organization, confidence.	Resilience, Analytical skills, Managing ambiguity.
Section 3 - Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project? Example: 2022, Online business class, do an interview with a professional, set up a project plan.	Learn to negotiate and close negotiations in person.	To be able to sell my products to other countries with my skills and knowledge.	To know how to manage a group of women, to make my parents feel very proud of me.

Adapted from: "The Personal Development Plan" by Dr. Robert Kegan, 2010, p. 12-13

ESCRIBE UN PIE DE FOTO.

Equity and Efficiency in the Workplace: New Trends in Managing Human Resources. Reid, Douglas; Strudler, Robert; Ryner, Sara; Dyer, Lee. ILR Report 24.2 (Spring 1987): 35.

In text:

(Reid, et al, 1987)

In reference list:

Reid, D. et al (1987) *Equity and Efficiency in the work place.*
New trends in Managing Human Resources ILR Report 24.2 (35)

Newspaper articles

Daily Telegraph (London) October 21, 2013 Monday p1

Fears of rising bills as deal is struck for new nuclear plant. Roland Gribben

In text:

(Gribben, 2013)

In reference list:

Gribben, R. *Fears of rising bills as deal is struck for new nuclear plant* (21, oct) London p.1.

Web pages

Type the following words into Google: **BBC news electronic retinas**. Write a reference for the article "Two blind British man have electronic retinas fitted".

In text:

(Welsh, 2013)

In reference list:

Welsh, F (2013) *Two blind British men have electronic retinas fitted*. BBC news. *Online* 3
<http://www.bbc.co.uk/news/health-17136302>
(accessed 21st 2013, 15:003).

ESCRIBE UN PIE DE FOTO.

HARVARD REFERENCING WORKSHOP

How would the following references be cited in your text, and formatted in your list of references?

Book

The Complete Guide to referencing and avoiding plagiarism by Neville, Colin
Book. English. 2nd ed. Published Maidenhead : Open University Press 2010

In text:

(Neville, 2010)

In reference list:

Neville, C. (2010) The complete guide to referencing and avoiding plagiarism (2nd ed) Maidenhead, Open University Press.

Chapter in an edited book

Cite a chapter by P Baty called Collaborative Learning from page 231 to page 248 contained in the following book: Study skills for Dyslexic students.

Hargreaves, Sandra

Book. English.

Published Los Angeles, Calif. : London : SAGE 2007

In text:

(Baty 2007)

In reference list:

Baty, P. (2007) "Collaborative Learning".
Study skills for Dyslexic students. Los Angeles/London.
Sage, pp.23.

Journal articles

Putting the Defendant in Their Place: Why Do We Still Use the Dock in Criminal Proceedings? Mulcahy, Linda. British Journal of Criminology volume 53 Issue 6 (2013): 1139-1156.

In text:

(Mulcahy, 2013)

In reference list:

- Mulcahy (2013) putting the defendant in their place.
Criminal proceedings. British Journal of Criminology.
53 (6) pp. 1139-1156.

ESCRIBE UN PIE DE FOTO.

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Weekly Planning					
TIME	MONDAY	THUESDAY	WEDNESDAY	THUERSDAY	FRIDAY
07:00	Work	Work	Work	Sleep time	Sleep time
08:00	Work	Work	Work	Sleep time	Sleep time
09:00	Break	Break	Break	Breakfast	Breakfast
10:00	Work	Work	Work	Work 2	Meetings
11:00	Work	Work	Work	Work 2	Meetings
12:00	Back home	Back home	Back home	Work 2	Meetings
13:00	Lunch time	Lunch time	Lunch time	Lunch time	Lunch time
14:00	Work 2	Work 2	Work 2	University	University
15:00	Work 2	Work 2	Work 2	University	University
16:00	Work 2	Work 2	Work 2	University	University
17:00	GYM	GYM	GYM	University	University
18:00	Forex	Forex	Football training	University	University
19:00	Football training	Social media	Football training	Football training	Meet Friends

Time management: The Eisenhower Method

Name: Mohamed Berrouba Benyoub - 1906239 / BMSW 4001

URGENT-IMPORTANT

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- The payment of the bills.
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- To do my checking for my flies.
- Pack my bags.
- To take the car to the mechanic

NOT URGENT-IMPORTANT

- Football training.
- To visit my customers.
- To do the shopping.
- To go to the University.

NOT IMPORTANT-URGENT

- To check the email.
- To call my customers.
- Wake up early.

NOT IMPORTANT- NOT URGENT

- Social media.
- GYM
- To watch TV.
- To play games on the Play station.