

Module Title- Academic and Employability Skills

Assignment Title- ACE Practical Portfolio

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Introduction

- The career option that I intend to pursue is attaining the post of a marketing manager.
- Academic skills and employability skills are very vital.



(Bhagra and Sharma, 2018).

Analysis your academic and employability skills



(Bintani, 2020).

- Academic skills help in concrete learning in the marketing field. These skills are—presentation skills, writing skills etc. (Rowe and Zegwaard, 2017).
- Employability skills are useful in getting good jobs and include— communication skills, decision making skills etc.

SWOT Analysis

Strength	Weakness
• Good communicator. • Cooperative skills • Good understanding level.	• Ineffective knowledge application. • Lack of adaptability.
Opportunities	Threats
• High motivation. • High creativity (Hogarth, 2021). • Flexibility.	• Limited patience. • Ineffective application of knowledge.

Time Management Tools (Scoro)

- Facilitates managing of tasks
- Sets reminders for work (Nisha and Rajasekaran, 2018).
- Suitable for doing big projects



(Hogarth, 2021).

Time Management Tools (ActiveCollab)



(Nisha and Rajasekaran, 2018).

- Easy planning.
- Time saving (Bintani, 2020).
- Collaboration and timely completion.

PDP

Objectives	Skills I have	Levels of my skills					Skills to be developed	Time needed for improvement.	Needed action to achieve the objectives
		1	2	3	4	5			
Communication skills	Critical analysis						Time management skills	4 months	Undertaking short term communication courses.
Time management skills	Flexibility						Solving problems of	2 months	Preparing schedules.
Decision making skills	Motivational skills						Analysing skills	3 months	Analysing the situations in-depth.

Advice from recruitment agencies, job centers, etc.

- Attainment of long-term targets (Bhagra and Sharma, 2018).
- Enhances skills of employability skills.



(Rowe and Zegwaard, 2017).

Conclusion

- Academic skills are very essential.
- Employability skills help in getting good jobs

References

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THANK YOU!!!!!!