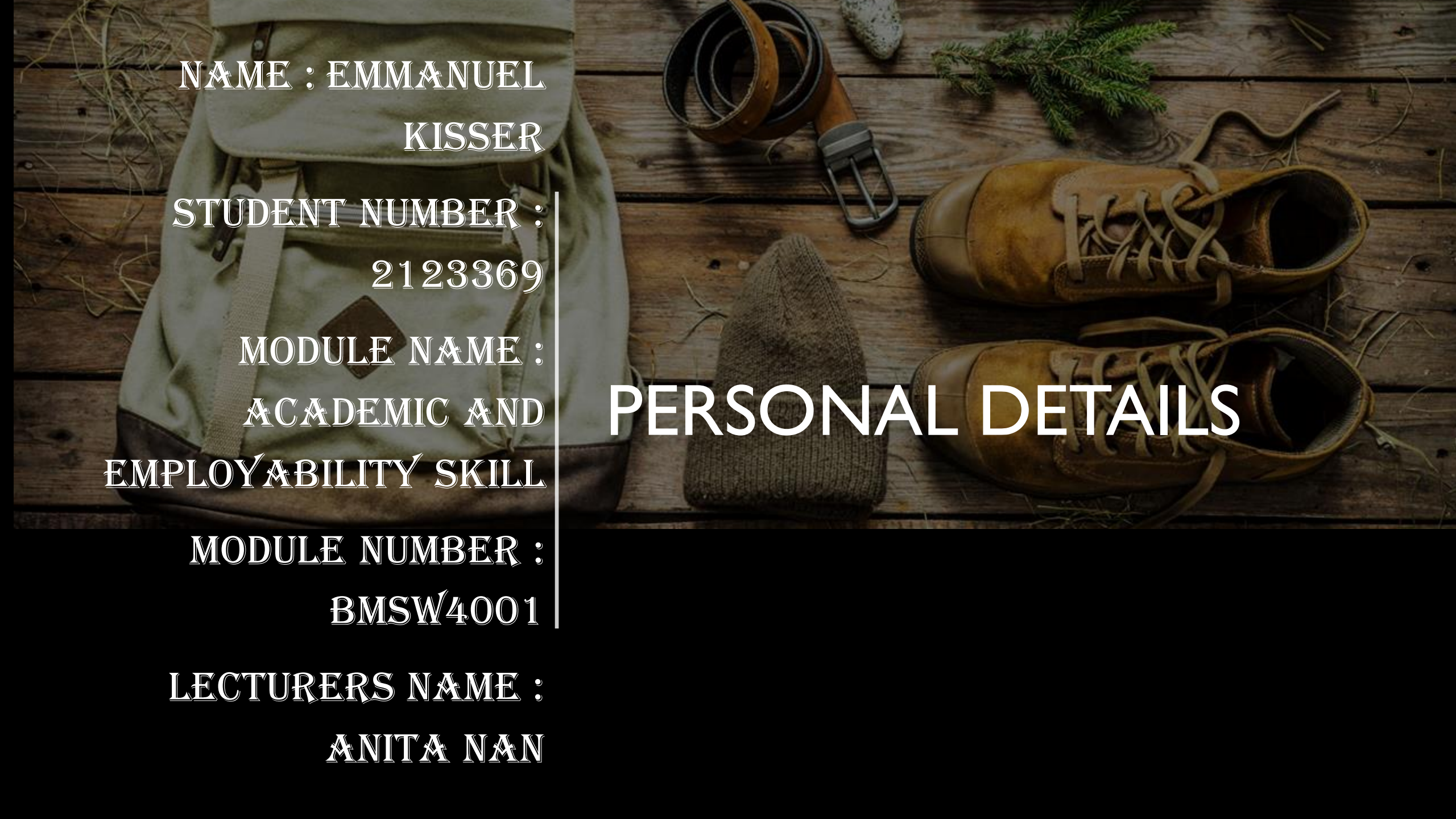




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STUDENT NUMBER :
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MODULE NAME :
ACADEMIC AND
EMPLOYABILITY SKILL

MODULE NUMBER :
BMSW4001

LECTURERS NAME :
ANITA NAN

PERSONAL DETAILS

OVERVIEW

- ❖ My Career
- ❖ Time Management
- ❖ Communication
- ❖ Employability skill
- ❖ Swot Analysis
- ❖ Personal Development Plan (PDP)



INTENDED CAREER : PROJECT MANAGEMENT

Responsibilities Of A Project Manager

- Ensure Project Satisfaction.
- Solve issues that arise...
- Create & lead your dream team.

Skills needed by a project manager

- Communication skills.
 - Leadership skills.
 - Problem solving skills.
- 

SWOT ANALYSIS

Strength

- ✓ Time management skill
- ✓ Communication skill
- ✓ Problem Solving Skill
- ✓ Leadership skill

Opportunity

- ✓ Organisational Skill
- ✓ Team working

Weakness

- Working under pressure and to deadline
- Negotiation skill

Threats

- Using your initiative and being self - motivated
- Value diversity and difference

ANALYSE OTHER SKILLS

The capability to describe what you mean in a clear and concise manner, both in writing and orally. Be attentive to and connect with others and act on key messages. University of Exeter (n. d.)

Communication is the backbone of a project. The ability to equip project team members with their talent through effective and engaging communication inspires team members, build courage, enhances assurance, and produce better project execution.

❖ Problem solving skills

The capability to know a problem by breaking it down into smaller parts and definitive key problems, blow, and definitive solutions. Administer your intelligence in many areas to solving task. University of Exeter (n. d.)

The problem solving is an essential skill for dealing with problem that a project managers agree to on a daily basis. Effective problem solving really revolves around the people factor in project management.

❖ Teamwork

Accomplish task or goals with others from different disciplines, background, and expertise. University of Exeter (n. d.)

Teamwork in project management begins to increase capacity and effectiveness. Everyone is holding on to their tenacity and taking responsibility for themselves, and they are not afraid to ask for support because they respect each other.

ANALYSE OTHER SKILLS

➤ Time Management

The management is the process of arrangement and outlining how to apportion time between different exercise. Do it right, and you will end up being brainy, not harder, and getting more done in less time-even when time is tight and stressful. MindTools (n. d.)

Ineffective time management can ruin all your struggles. So your project might also go burst. Therefore, in order to complete all the work in a timely manner, each project needs to fellow a planned work schedule.

➤ Ability to learn and adapt

Be passionate about your work and ways to learn from your fault to interest both you and your employer. University of Exeter (n. d.)

The ability to spot bugs and red flags before it is too late, plan for risk, and track well before the unknown arises.



PERSONAL DEVELOPMENT PLAN

☐ WORKING UNDER PRESSURE & TO DEADLINE

Handle the stress of deadlines and make sure you can meet them. University of Exeter (n. d.)

☐ NEGOTIATION SKILLS

Accepting the affections of others and expressing their own requirements in a fair is passionate way to attain a win-win result. University of Exeter (n. d.)

☐ ORGANISATIONAL SKILL

Organized and organized. Ability to plan work to meet deadlines and goals. Monitor work progress to ensure you meet deadlines on schedule. University of Exeter (n. d.)



CONCLUSION

- 1. In the future I would like to be a project manager I have communication skills, time management skills and problem solving skills which are very important for my future job.**
- 2. I need to improve on my negotiation skill and working under pressure and deadline which are needed to help in future job as a project manager.**

VOTE OF THANKS

THANK YOU VERY MUCH FOR YOUR
ATTENTION.

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