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Academic and Employability Skills (BMSW4001)

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Overview

- Introduction
- SWOT Analysis
- Summarising
- Time Management
- Cv writing
- PDP
- Conclusion
- References

Introduction



Today's education system's biggest challenge is to provide the graduates with academic skills and balanced employability skills.

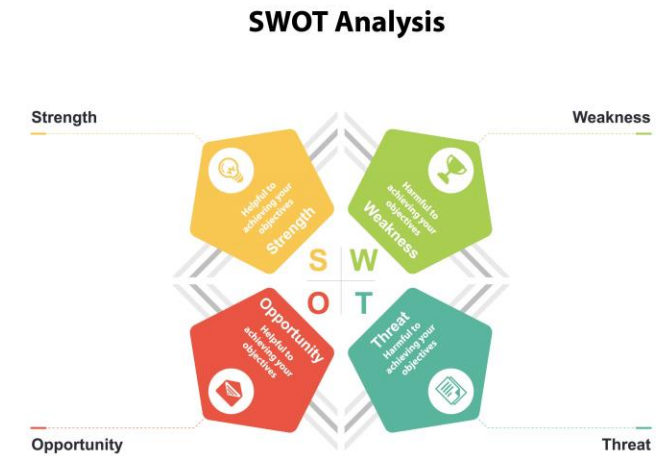


This presentation will highlight the key academic and employability skills that various recruitment agencies and job centers look for based on the relevant field of employment.

SWOT ANALYSIS

- **STRENGTHS**
- Time Management
- Summarising

- **WEAKNESSES**
- Public speaking
- Note taking



SUMMARISING

- **Definition:** A summary: a brief, concise overview that gives a text, lecture, etc the key factors or ideas... We summarise to report in our own work the ideas or work of another writer.
Austen, J. (1992)
- This skill help me when I have to tell the employees in my own words that the manager told me in the meeting at the beginning of the work.



Time Management

- It is the process of planning and organizing the division of time between specific activities.
- This skills help me organize my time at work. In one hour I have to scan 1100 products and also in one hour I have to oraganize my break.

CV Writing

- The CV is a mandatory bibliography for a job, and its purpose is to introduce you, and to present your qualifications.
- Cv writing will be the first step that will determine the quality of my job. It is important to have a good CV because it is the first contract with a potential employer.

Personal Development Plan

- Go easy on you
- Use personal stories
- Anticipate situations where you may be called upon to speak.

Overall, the module of public speaking and giving presentation is essential learning material for students as it helps in building confidence.

Conclusion

- In the presentation, I have specifically highlighted the topics of time management, and CV writing because these two topics are the most relevant to my indeed career choice, which is to become a corporate professional.
- In the end, it can be concluded that employability skills can be developed through various learning outcomes and training that covers practical implementation of the skills.



References

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