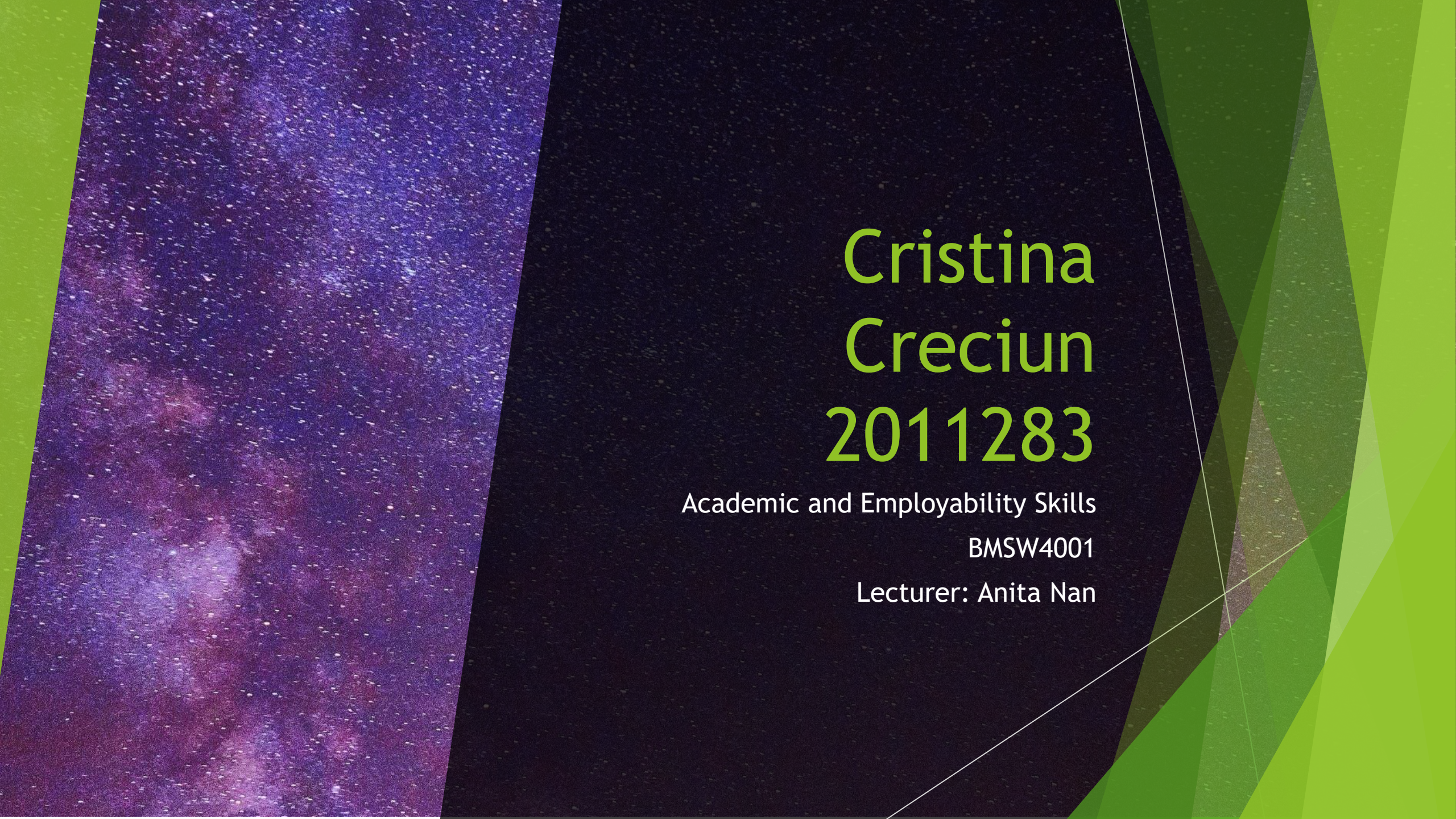




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Academic and Employability Skills

BMSW4001

Lecturer: Anita Nan

Overview

1. Introduction
2. Swot analysis
3. Time management
4. Note taking
5. Public speaking
6. Write a good CV
7. Personal Development Plan
8. Conclusion
9. References

Introduction



SWOT analysis

Strengths

- Time management
- Note taking

Weaknesses

- ▶ Public speaking
- ▶ Paraphrasing
- ▶ Academic writing

Time Management

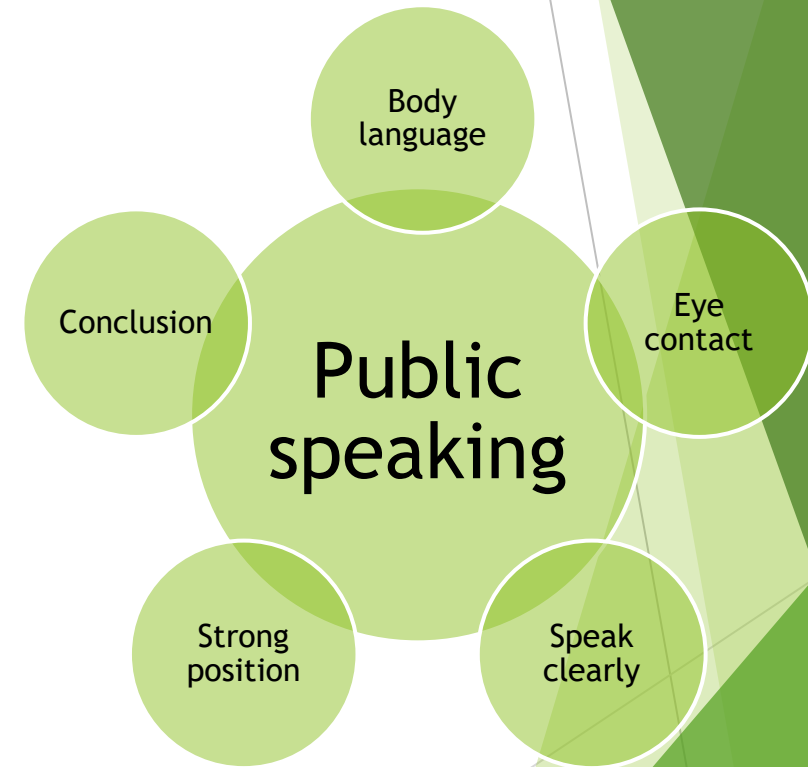
- ✓ The ability to use time effective and productive (Indeed, 2020).
- ✓ “Eisenhower's method” and “Pareto Principle” help me to organise my job. (Champham, 2020)
- ✓ As future manager-time management will help me to finish tasks like staffing, set goals, training and other on time.
- ✓ As sale assistant time management help me to do more task and less time

Note taking

- ▶ Note-taking is a way of summarising and retaining the key points (Skillsyouneed, 2020).
- ▶ As a sales assistant - note taking help me maintain stocked store, serve customers, etc.
- ▶ Note taking could help a manager to do all tasks and at end of the day evaluate if all is done.

Public speaking

- Presentation skills is a skill that requires good communication and the capacity to interact the audience.(Doyle, 2019).
- Presentation skills will help me in my future career as a manager.
- As a future manager- is useful for delivery information, train new staff and motivate team.



Write a good CV

- ▶ CV is a written summary of your qualifications, skills, previous employment, and often your personal interests that you give to an employer (Indeed, 2020).
- ▶ A good CV gives chance to grab employer's attention.
- ▶ Good structured CV could give me chance to obtain my wish job as a manager.

Personal Development Plan

- ▶ The Personal Development Plan is the method of developing an action plan focused on knowledge, values and professional development objectives.(Rolfe, 2020).
- ▶ I will improve my paraphrasing and academic writing skills by :
 - a) Reading books
 - b) Exercising
 - c) Watching videos
- ▶ Improve public speaking- writing my speech and practising in front of the mirror.

Conclusion

- ▶ In conclusion, continuous professional development, improve skills and weaknesses is very important.
- ▶ Certainly, my desire to become a good manager and then have a personal business is strengthened.

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