

ACADEMIC AND EMPLOYABILITY SKILLS BMSW4001

MARTINA ROSSI (2007919)
LECTURER - ANITA NAN
ASSIGNMENT I



OVERVIEW TOPICS

- MY PERSONAL GOAL
- SWOT ANALYSIS
- TIME MANAGEMENT
- PUBLIC SPEAKING
- NOTE TAKING
- PERSONAL DEVELOPMENT PLAN
- CONCLUSION

MY PERSONAL GOAL

- Build a career in Human Resource for an important international enterprise it is my dream.
- I would love one day start my own enterprise and I need all the knowledge and experience that I might get from this module.
- Learn how to create a SWAT Analysis or how to apply The Pareto's Principle everyday therefore will help to improve myself as a worker.



SWOT ANALYSIS

STRENGTHS

- Time management.
- Note taking.
- Public Speaking.
- Cover letter writing
- **Opportunities:** improve my skills and knowledge with practise exercises, likewise group activities with my colleagues at work or finding more courses to enjoy related my job rule.

WEAKNESSES

- Summarizing.
- Referencing.
- Paraphrasing.
- Curriculum Vitae
- **Threats:** do not posses the ability to paraphrasing properly during a meeting or be able to summarize a complex text.
- For example, while I am hiring someone as Human Resource, I should be able to understand if they possess a valid CV or not.

TIME MANAGEMENT

- The ability to use the time effectively, especially at work it is called Time Management.
- **The 80-20 rule**, also known as the **Pareto Principle** help me to prioritize what must done first at work.
- Working in Human Resource does mean you need to be always able to have an organised agenda with a clear list of things to do.
- Start from the hardest task to do ending with the easier it is a way to save time, efforts and money.

PUBLIC SPEAKING

- The ability to communicate to an audience with clarity and confidence is known as your public speaking skill.
- Good communication, motivation, tolerance, adaptability are all important features for a good Opinion Leader in H.R.
- Public speaking will be helpful with future presentation at work, to improve the communication with the team or get new clients for my company.

NOTE- TAKING SKILLS

- The capacity of recording important information so that you can recall it later it is called Note-taking.
- Note tacking will help to do not forget important steps and keep a record of the main topic discussed during different meetings.
- During an interview for example taking a note of the interesting people you spoke with is very helpful when you need to hire and maybe not having enough time to double check the CV.

PERSONAL DEVELOPMENT PLAN

- PDP is a structured and supported process that help people to reflect on their own learning and/or achievement. (Tucker, Duncan & Davis, 2015)

HOW:

- I will try to ask for further **paraphrasing** ,exercises and explications.
- Watching videos on Moodle about **referencing**.
- Practise myself online searching for different kind of references.
- Ask for more text to **summarize**.
- Prepare different kind of Curriculum Vitae.
- Ask for further explications to my lecturers and colleagues.

CONCLUSION

- Be more confident with the SWAT ANALYSIS might help to improve myself not just as employee but also as human being, a personal analysis is essential.
- Now I know how to recognize my weaknesses and which tool use (PDP) to improve it and make it a strengths.
- Organised a day at work is now a very easy task, that let me use my time in more than one a successful way, so I will be able to deal with interviews, meeting, employee's troubles.
- Summarizing, referencing, paraphrasing are still something who I must deal with but now I am more confident, and conscious of how I must look to get my answers.

REFERENCES

- Sanders R. (1987) "The pareto Principle: its use and abuse", *Journal of Services Marketing*, 1(2), pp. 37-40, MCB UP Ltd [Online], Available from: <https://doi.org/10.1108/eb024706>, (Accessed: 19 November 2020).
- Dyson R.(2002) 'Strategic development and SWOT analysis at the University of Warwick', *European Journal of Operational Research*, 152(3), pp. 631-640, Elsevier [Online], Available from: <https://www.sciencedirect.com/science/article/abs/pii/S0377221703000626>, (Accessed: 19 November 2020).
- Tucker F., Duncan & Davis (2015) 'Investing in yourself': personal development planning in practice, *Journal Planet*, 24(1), pp.10-13, Taylor & Francis [Online], Available from: <https://www.tandfonline.com/doi/ref/10.1111/2011.00240010?scroll=top>, (Accessed: 19 November 2020).
- Kiewra K. (1984) "Acquiring Effective Notetaking Skills: An Alternative to Professional Notetaking." *Journal of Reading*, 27(4), pp. 299–302, International Literacy Association JSTOR [Online], Available from: <https://www.jstor.org/stable/40029340?seq=1>, (Accessed: 19 November 2020).
- Schneider J., Börner D., Van Rosmalen & Specht (2016) 'Enhancing Public Speaking Skills - An Evaluation of the Presentation Trainer in the Wild', *Lecture Notes in Computer Science*, pp.263-276, Springer Link [Online], Available from: https://link.springer.com/chapter/10.1007/978-3-319-45153-4_20#citeas, (Accessed: 19 November 2020).