

ACADEMIC AND EMPLOYABILITY SKILLS

BMSW4001

Lecturer - Adesewa Ajayi

Student- Lilia Triboi(2027089)

TABLE OF CONTENT

- ▶ SKILLS REQUIRED for Site Manager
- ▶ PERSONAL SWOT ANALYSIS
- ▶ TIME MANAGEMENT
- ▶ PERSONAL DEVELOPMENT PLAN
- ▶ REFLECTION ON ACADEMIC PROGRESS
- ▶ CONCLUSION
- ▶ REFERENCES

**Construction
industry cards
required:
CSCS - green card
SSSTS-gold card
SMSTS
First aider**

EMPLOYABILITY SKILLS REQUIRED BY EMPLOYERS

- ▶ Teamworking skills
- ▶ Problem solving
- ▶ Decision -making ability
- ▶ Strong communication skills
- ▶ Strong IT skills
- ▶ By using the initiatives and being self-motivated through strong personal drive and not waiting to be told to do things.

PERSONAL SWOT ANALYSIS

Strength	Weakness
• I am good at organizing and team development • I have experience leading teams in the academic environment as I am good team player too • I have great numerical skills which can help me	• I do not possess any specialized employability skills • I am not good at critical thinking by solving new and complex problem • I have tendency to procrastinate the deadline things • I don't have good spoken and written skills
Opportunity	Threat
• Construction industry is one of the biggest industries • I am fresh graduate to attain full-time and part-time management jobs. • I have opted for job preferences and acquired positions along with promotion of career goals • I have opted for higher education concerned with information and intricacies of the subject and new skills to apply in the career	• The presence of the choices with result • The loss of job opportunities and losses with the economy of severe effect to it • Time pressure • The experience of other colleagues

TIME MANAGEMENT

- ▶ Time management have proposed way to administered way with break of the time to build a foundation of the hourly activities.
- ▶ I have planned the weeks with accomplished way to total two hours with strengths and weakness to attain the learning schedules.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Self-management and public speaking Writing and speaking skills	Communication skills and time management skills	Problem Solving and research development	Paraphrasing and summarising Writing and speaking skills	CV writing and Cover letter writing	Online learning experience and referencing	Writing and speaking skills Time management

PDP

	SKILLS	GOALS	RESOURCES NEDEED	ACTION	TARGET DATE
1-ST PRIORITY	Communication Language and literacy Digital	Professional degree, Communication skills, Public speaking	Time studying, support, new software learning	Find online courses, Making presentations, Reading books, Research, websites , journals and books	2024
2-ND PRIORITY	CSCS CARD SMSTS CARD	SITE MANAGER, FIRST AIDER	Fundings, time, Further training, Courses, time studying	New projects, professional advice, guidance on supervising	2023
3-RD PRIORITY	Interpersonal, initiative, Driving licence	Make friends, To start to go to the gym	Theory studying, driving lessons	Self- discipline and motivation, communication	2022

REFLECTION ON ACADEMIC PROGRESS

- ▶ I need to learn the fundamental learnings with the effective communication, teamwork and leadership and other time management skills.
- ▶ I have also address on the module with CVs and writing cover letters along with maintaining better decisions
- ▶ I would manage time and course of development with the acceptable sources to meet grammar and language preferences to attain the different context.

CONCLUSION

- ▶ In this presentation: the construction industry sector chosen for the study. It covers SWOT analysis, time management tools and skills to meet the situation.
- ▶ Academic skills development would clear all areas of employment.
- ▶ The time management tools have scheduled the details to time blocking tools and daily score cards with time matrix tools and bottom down list.
- ▶ The report concludes on the self-reflection of the graduate assessing to the progress throughout the module.

REFERENCES

- ▶ Cottrell, S., (2015). *Skills for Success : Personal Development and Employability*. (eBook) Basingstoke: Palgrave Macmillan. Available from: ProQuest eBook Central. (Accessed 24 July 2021)
- ▶ Duszynski, M., (2020). Top 10 Employability Skills: Definition & List of Examples. (online) Available at: <https://zety.com/blog/employability-skills> (Accessed 27 July 2021)
- ▶ Fearon, C., van Vuuren, W., McLaughlin, H. and Nachmias, S.,(2019). *Graduate employability, skills development and the UK's Universities Business Challenge competition: a self-determined learning perspective*. *Studies in Higher Education*, pp.1-18.
- ▶ Finley, D.C., (2017). *Time-Management Tools for a More Productive Day: These tools will help structure your day, regardless of any distractions you may have to deal with*. *Advisor Today*, 112(4), pp.28-31.
- ▶ La Prade, K., Gilpatrick, M., & Perkins, D. (2014). *Impact of reflective practice on online teaching performance in higher education*. *Journal of Online Learning and Teaching*, 10(4), 625.
- ▶ Leigh, J. (2016). *An embodied perspective on judgements of written reflective practice for professional development in higher education*. *Reflective Practice*, 17(1), 72-85.
- ▶ Lerman, R. I. (2013). *Are employability skills learned in US youth education and training programs?*. *IZA Journal of Labor Policy*, 2(1), 1-20.
- ▶ Sarkar, M., Overton, T., Thompson, C. D., & Rayner, G. (2020). *Academics' perspectives of the teaching and development of generic employability skills in science curricula*. *Higher Education Research & Development*, 39(2), 346-361.