

Academic And Employability Skills

BMSW4001

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Overview

- **SWOT Analysis**
- **Time Management**
- **CV Writing**
- **Personal Development Plan**
- **Conclusion**
- **References**

Introduction

Academics are basically the same, so make overlay in the research requirement to be prepared for Developed training and professions.

Employability skills consume a lot produce by employers as per the skills It is very important in the workplace.

SWOT Analysis

Definition:SWOT Analysis is very important tool for any organization it will help a organization recognize Strengths,Weakness , Opportunities and Threats.

- **Strengths:** will help good distribution network and well trained staff.
- **Weakness:** Lack of staff motivation.
- **Opportunities :**Technology development and economic recovery.
- **Threats:**New competitors entering the market.

Time Management

Definition: Time management is ability to order a organization how to divide between your time and activities.

- Remain focused and productive.
- Help to schedule work
- It will help to do Multi tasking at the same time.
- Better way to prioritize work.

CV Writing

Definition:CV is used for applying job it's allows to brief your education,skills and experience,

- Show that you have the knowledge, skills and ability to do the work
- Show that you will fit the culture and lifestyle demands of the work environment
- Show that you are sufficiently motivated to do the work

Personal Development Plan

Definition:PDP is the procedure of generate an strategy based on education,career and planning for personal development,

- Analysis, Aim and take liability for your own growth.
- Confidence
- Listen actively
- Reading books

Conclusion

Academic skills are very important so many times student don't get enough academic skills.

Employability skills let them help with career with additional education and exercise.

References

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Thank You