

# EMPLOYABILITY SKILLS AND SWOT ANALISYS



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# EMPLOYABILITY SKILLS



**This Presentation will be based on  
my job experince and what I have  
To do to progress im my  
professional career**

**Job Title: Crew Trainer at Macdonalds**

**Time: 5 Years**

**Goal to achieve : Shift Manager/ Store Manager**



- **In order to improve my skills at work and prepare myself better for the future job market, my priority is to find out which employability skills the employer wants for graduates, then, according to employability skills, do the SWOT analysis and make an action plan to improve.**



## PERSONAL SKILLS

- \* Integrity
- \* Initiative
- \* Dependability & Reliability
- \* Adaptability
- \* Professionalism

## PEOPLE SKILLS

- Teamwork
- Communication
- Self-management

# Common Employability Skills

## APPLIED KNOWLEDGE

- \* Reading
- \* Writing
- Mathematics
- Science
- Technology
- \* Critical Thinking

## WORKPLACE SKILLS

- Planning & Organizing
- Problem Solving
- Self-management skills
- Communication skills
- Teamwork
- Technology skills

# SWOT ANALYSIS AND ACTION PLAN

After identify the employability skills that needed by companies, I make a personal SWOT analysis.

## **Strengths :**

- I have good team work and organizing skills.
- I am good at Self management. I can management my time well and get thing done without being pushed.

- I have technology skills. I am not only having the basic computer skills but also can use specialised software packages.

### **Weaknesses:**

I am weak in problem solving; when I face problems usually I can not see all sides of them and can not provide good solution.

### **Opportunities:**

I have a part-time job and I believe that if I improve my professional skills in the “future” I will have a better job opportunity or it will increase the possibility of growing in my current company.

# What else are employers looking for?

- On the subject of the importance of **academic achievements** a major UK graduate recruiter **Deloitte** says:
- 'Obviously academics are important and people need to be able to meet the academic criteria but we're looking for more than that ..... we're looking for **all-rounders**, who are good at all sorts of different things .....

# CONCLUSION

- There is no doubt that if I finish my degree I will gain an excellent starting point, since a good degree helps employees open the door of finding a job, however, a degree alone is not enough, I believe that I need much more. The company is looking for employees who can bring benefits to the company and let the company in an invincible position during the fierce competition. I made a personal SWOT analysis based on employability skills, I will stick to the plan and I hope that it would help me improve my employability skills.

# References

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