

Welcome to the Presentation



BMSW4001

Academic and Employability Skills

Task 1

- ▶ Student Name- Oana Dediu
- ▶ Student ID- 2027635

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Introduction

- ▶ The presentation is all about Academic and Employability Skills. The key discussions includes
- ▶ Understanding academic and employability skills
- ▶ The key academic and employability skills
- ▶ SWOT analysis
- ▶ Time management tools
- ▶ Personal Development Plan (PDP)



Understanding academic and employability skills

- ▶ Academic and employability skills denotes to those skills that are required in both academic & employability sectors to accomplish objectives properly.
- ▶ Academic skills include study habits, different learning tactics, self-management etc. which help a student to become a learner. Critical thinking, time management, note-taking, academic writing is some examples of academic skill (Bartfield et al, 2020)



The key academic and employability skills

- ▶ I think that Performance management is one of the best practices for the HR as it ensures the proper evaluation of an employee and that can enable to reward and motivate that employee effectively.
- ▶ I believe that when the employees are monitored effectively by the managers, it is easy to verify the nature of the employees and their performance that can help to understand how to increase their performance (Bartfield et al, 2020)



The key academic and employability skills (continued)

The key academic and employability skills includes....

- ▶ Problem solving
- ▶ Oral and written communications
- ▶ Collaboration and teamwork
- ▶ Creativity & technology use
- ▶ Responsibility & professionalism
- ▶ Ethics



SWOT analysis

Personal SWOT analysis

Strength

- I have good skills in teamwork as I need to have appropriate Collaboration and teamwork
- My communication skills is perfect and That's why, I need to focus on Oral and written communications (Dawson et al, 2018).

Weakness

- I am not good at problem solving skills as I need to focus on Problem solving skills
- My analytical skills are not perfect as I need to ensure unique and dedicated approaches to make the things better

Opportunities

- I have enough scope to improve myself
- I have expected support from my surroundings

Threats

I have threat from the third party that influence my regular activities

Time management tools

- ▶ Time management means the process of performing a task within a fixed period. Time management skills are necessary for the student in their university life.
- ▶ The key time management techniques include Plan Ahead by Creating a To-Do List, Establish Routines, and Use Breaks Wisely, Tackle Small Tasks to Start, Take Time Off, and Learn to Delegate (Dansieh, 2011)



Personal Development Plan (PDP)

Goals	Action	Evidence of accomplishment	Target date
To improve the training program	Attend in qualified workplaces	Skills to obtain knowledge from training workshops (Wegner, 2018).	May 2022
To make communication skills successful	Maintain contact with different people	Communicate without feeling vulnerable (Cordova, 2021).	November 2021
To progress IT skills	Participate in an IT-related workplace	Mastering computer programs well (Riggs, 2017).	July 2022

Conclusion

- ▶ Thus, it can be concluded that I have to maintain ethical approaches in both academic and employability sectors business ethics affect a person life. So, I need to have appropriate Collaboration and teamwork because it is a must



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THANK YOU