



Development of Academic and Employability Skills

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Skills

- ▶ Skills: the ability to use one's knowledge effectively and readily in execution or performance. (Merriam-Webster.com)
- ▶ Hard skills:
 - Analytical skills.
 - Marketing skills.
 - Presentation skills.
 - Management skills.
- ▶ Soft skills:
 - Time management
 - Problem solving/decision making
 - Communication skills

Academic skills

Academic skills are skills that one has to implement into their learning to achieve a better grade for themselves

Examples of academic skills:

- Research and note taking skills: To help me study effectively

- Writing skills: To help me use formal language in order to achieve a better job

- Presentation skills: so that I can promote myself (and avoid plagiarism)

SWOT ANALYSIS

STRENGTHS -Research and note taking skills, making sure notes are concise and effective. -Academic skills, being able to communicate with customers/ managers formally -Communication skills, to be able to express myself properly to others	WEAKNESSES -Presentation skills: I must look into creating methods of self promotion -Writing skills, help me become more employable. I will do this by practicing writing more and doing research -Time management skills, as I need to work on not spending all my time on a singular project
OPPORTUNITIES -Being a student at UWTSD -Getting a degree	THREATS -Being a mother and a wife, making my life busy -Being far away from my homeland, making it hard for me to get much help and support

PERSONAL DEVELOPMENT PLAN

- ▶ Definition: A personal development plan is a set of goals and objectives you create to help you achieve the life you want. (Career Advice, March 13. 2020)
- ▶ About Personal Development Plan:
 - can be personal or career based
 - helps to plan and achieve goals
 - analyzing of threats to development
- ▶ *“Practise isn’t the thing you do once you’re good. It’s the thing you do that makes you good”*

EMPLOYABILITY

- ▶ My decision to take on the Academic and Employability Skills course was due to the fact that I aspire to better myself and to develop all my knowledge.
- ▶ Therefore, I am taking this course hoping that it will teach me the skills I need, such as Digital skills and research methods, or Professional career development. I hope that learning these skills (and more) will make me a better entrepreneur. The skills I will need in order to be a manageress will be:
 - ▶ Teamwork and communication skills, which I already have due to prior work experience.
 - ▶ Problem solving and decision making.
 - ▶ Time management.

PERSONAL DEVELOPMENT PLAN

GOAL	HOW WILL I GET IT	HOW LONG WILL IT TAKE ME	OBSTACLES
Job: Manageress (Running my own café)	Practicing my skills (i.e management skills, leadership skills, good social skills and financial skills which I will learn through further reading and my studies at UWTSD) Attending manager courses Doing further reading/studying	4 years	Buying a shop, the demands of being a manager Studying whilst balancing my work and home life

CONCLUSION

- ▶ In the future, I plan to hopefully leave my current job and open my own café. The course will give me skills in management, which I will improve further by teaching myself through reading or attending extra classes. With this, I will be able to take the right steps and own my own café, whilst managing to run it effectively.

REFERENCES

Career Advice, March 13. 2020, *How to Create a Personal Development Plan*

<https://www.merriam-webster.com/dictionary/skill>

Outliers: The Story Of Success
(Malcom Gladwell, 2008)