



ACADEMIC AND EMPLOYABILITY SKILLS

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Table of content

Personal Plan Development

- Definition of Personal Plan Development
- The features of a Personal Plan Development
- How am I going to get my own business?
- Swot analysis

SWOT ANALYSIS

- Personal Swot Analysis

Time Management

- How I am planning my time
- 4 steps to manage my time
- revisit my values

References

Definition of Personal Plan Development?

The definition of PERSONAL PLAN DEVELOPMENT adopted by the Quality Assurance Agency (QAA 2001: 8) is “a structured and supported process undertaken by an individual to reflect on their learning, performance and/or achievement and to plan for their personal, educational and career development”.



The features of a Personal Plan Development

- **Where am I now?**

At present, I am a student.

- **What do I want to achieve in a short time?**

I want to pass the assessments

- **What do I want to achieve in a long time?**

I want to achieve my Degree and after I want to run my own business in cleaning domain.



The features of a Personal Plan Development

**To manage my own
business, I will need to
develop knowledge,
abilities, and skills,
such as:**

☐

1. Communication Skills

☐

2. Interpersonal Skills

☐

3. Personal Skills

☐

4. Numeracy Skills

☐

5. General Awareness

HOW AM I
GOING TO
GET MY OWN
BUSINESS?

Start

I will start University

Attend

I will attend all lessons

Pass

I will pass exams

Work

I will work hard

SWOT ANALYSIS

In the opinion of Rozmi et al (2009) strengths, weaknesses, opportunities, and threats are crucial instruments for the organizations to assess their situation on the lookout and are broadly used to dissect the inside and outside conditions of associations during seasons of uncertainty.

PERSONAL SWOT ANALYSIS

STRENGTHS:

- Experience.
- Ambition.
- Competitive.

WEAKNESS:

- My present financial situation.

OPPORTUNITIES:

- commercial buildings and residential homes increase day by day.
- the healthcare industry and organizations in charge of advocating eco-friendly business practices make it quite a necessity for businesses around the country.
- terrific growth potential, which I am planning to capitalize on with all my expertise and ambition.

THREAT:

I do not anticipate any major reactions from our future competitors upon the entry of our business in the industry.

TIME MANAGEMENT



**HOW I AM
PLANNING
MY TIME**

URGENT

NOT URGENT

IMPORTANT	DO NOW	PLAN TO DO
NOT IMPORTANT	Reject • insignificant solicitation from others • apparent emergencies • interferences and interruptions	Resist • computer games • chat, social media, text • long brakes



4 steps to manage my time :

1. I set my goals;

2. I set reasonable expectations;

3. I make a schedule for at least one week;

4. I revise my plan;

REVISIT MY VALUES

Knowing what is the most valuable to me gives direction to my life.

My energy should be oriented first toward things that reflect the values that are the most important.

Examine my values to help me make
TIME MANAGEMENT DECISIONS.

REFERENCES

- Quality Assurance Agency (QAA 2001: 8)
- Rozmi et al., (2018)
- Aldehayyat & Anchor, 2008; Fleisher & Bensoussan, 2003; Lee & Lin, 2008; Shrestha et al., 2004).