



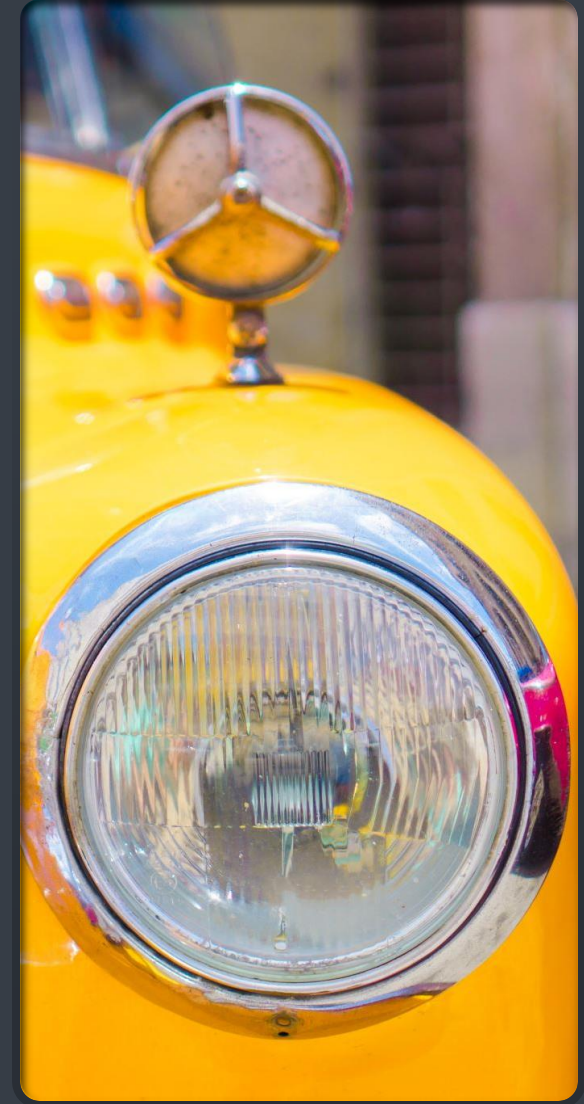
Prifysgol Cymru
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ACADEMIC AND EMPLOYABILITY SKILLS

- **ACADEMIC AND EMPLOYABILITY SKILLS**
- **ACE (BMSW4001) GROUP 2**
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- **STUDENT ID: 2020986**

INTRODUCTION

- I WAS BORN IN LONDON
- FIXING CARS STARTED OFF AS A HOBBY
- 35 YEARS AUTO MECHANICAL EXPERIENCE
- 20 YEARS AUTO TECHNICIAN EXPERIENCE
- CURRENTLY WORKING AS A MOBILE AUTO TECHNICIAN
- WANT TO START A BUSINESS AS AN AUTO WORKSHOP



SKILLS

SKILLS I HAVE

- Mechanical skills
- Auto electrical skills
- Key programming
- Auto locksmith
- Diagnostics
- Welding
- Body work and spraying



SKILLS NEED TO DEVELOPE

- Communication Skills
- Team management Skills
- Financial management skills
- Time management

ENHANCE
SKILL LEVEL



SWOT ANALYSTS



Time management





Write down my task



Prioritize my task



Set my deadline



Organise my weekly schedule



Analyse the time I spend



Make To Do List



Use calendar

MY PERSONAL DEVELOPMENT PLAN

What will I need to learn	what will I do to achieve this	what resources or support will I need	what will my success criteria be	target date for review
Time management	Make up a time schedule to set myself deadlines and force myself to follow the schedule	Download time management app or Google Calendar and help me record To Do List and check the result and conclude the experience	to complete the task on time to do list will be finished on time that will make my work efficiency higher	After three months
Business Management skills	Do business management courses	Research Find a mentor Read books And find courses	positively impact in efficiency performance and productivity of the company	Progress as I go along
Communication skills	I need to improve and Polish my communication skills Find courses	Communication skills courses interact with people practise Active listening	Good relationship with customer and colleagues create good team atmosphere	Progress as I go along

CONCLUSION



- Identify my strengths and weaknesses and work on them
- Need qualification and skills related to my business
- 35 years working experience
- I have All the tools and up to date equipment to start up a workshop
- Get finance and Find suitable premises to start the business

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