

# **Academic And Employability Skills**

**Name: Daniela Graur**

**Student number: 2022769**

**Module code: BMSW4001**

**Module Title: Academic And Employability Skills**

**Assignment Title: ACE Practical Portfolio**

# What are Employability Skills?

Employability skills are a set of qualities that help you choose a better job, do better everything, be a more organized and responsible person.

## Set of employability skills:

- Good communication.
- Motivation and initiative.
- Leadership.
- Reliability/dependability.
- Following instructions.
- Team work.
- Patience.
- Adaptability.

Based on my career which I have but would like to develop with the help of this module I would like to say that to manage a business is not that easy, but if you have some skills like employability skills everything can be easiest that was.

My small business is based on technology, I sell products on different type of platform like :Amazon, Ebay or own website.

To start this business I need skills like:

- Communication skills
- Team work
- Digital skills
- Motivation skills



# What is employability and why is it important?



# Methods of improving your Employability Skills:



# Why are employability skills important to employers?

- Increased Productivity
- Reduced wastage
- Cost savings
- Health and safety – reduced accident rates
- Absence management
- Recruitment and retention
- Increased staff morale
- Improved reputation
- Improved organisational relationships
- Improved ability to change
- Improved management of change
- Improved leadership and management



**Time management is very important if you have to achieve your goals ,so here are some of tips which you can use to achieve your goals correctly.**



# MY BUSINESS SWOT

## Strengths

- Next day delivery
- Eco friendly products
- Secure payment methods
- Comfortable website

## Weaknesses

- Costly delivery
- Poor marketing
- Small choice
- Virtual shopping

## Opportunities

- Attract a larger consumer audience
- 24/24 Online shopping
- Build feedback

## Threats

- Costly tax fees
- Lost parcels
- Complaints

# **What is published literature in business?**

Literature published in business is very important because it has high attractiveness on customers, every person is interested in the best products and services, but when you have literature published about a certain product you are more confident in that product and much more sure why you want to you buy it. That's why I consider published literature review is important in a business, it practically plays the role of marketing on the market and has a colossal impact on customers.

# **In conclusion:**

Academic and employment skills play a very important role in your career, you should invest in everything that means quality of employment, lifelong learning.

Experience and quality of work have had and still have an important impact on the quality of life and the way you approach your steps, if we use this set of skills, everything can have a positive impact on us. Keep going, study and achieve your goals.