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Academic and Employability Skills

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MODULE: BMSW4001

Introduction

- Reflection on personal assessment
- Four components of SWOT analysis
- PDP plan



My Personal SWOT

Strengths	Weaknesses
• More dedicated towards my workplace • Good ethics and Serious • Experienced gastronomic • Confident in using PowerPoint, word Excel, Google	• Lack of time management • Difficulty in forming attractive structure in academic writing
Opportunities	Threads
• Improve my time management • Take part in different self-development plans	• Rise in the competitions • Lack of better job opportunities

My Personal SWOT (Continued)

- Dedicated
- Experienced
gastronomic
- Improve my time
management



Time management tools

- Task: To-do list
- Time: Calendar
- People: Address book
- Information: Notebook



My Personal Development Plan

- Develop my time management skills
- Develop my academic writing skills



My Personal Development Plan (Continued)

Objective	Action	Resource	Deadline
Improve time management skills	To improve this skills I will have to set a planner that will help schedule my day-to-day tasks	• A planner app • Set deadline • Maintain diary	2-3 months
Learn creative writing	Refer to other's writing and develop writing habit	• Reading materials	5-4 months

Conclusion

- Keep enhancing and developing my skills
- New job opportunities in future
- equilibrium in my performance



References

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- Riazi, S.R.M., Nawi, M.N.M. and Yaziz, M.F.A. (2020). Developing a holistic project time management framework utilizing fundamental Supply Chain Management (SCM) tools to overcome delay in Malaysian public sector building projects. *International Journal of Sustainable Construction Engineering and Technology*, 11(1), pp.31-41.

Thank
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