

BMSW 4001

Academic and Employability Skills

Assignment 1

Student: Daniela Obis

ID: 2007875

Tutor's name: Lloyd Beharry

TABLE OF CONTENTS

- ▶ INTRODUCTION
- ▶ EMPLOYABILITY SKILLS
- ▶ PERSONAL SWOT ANALYSIS
- ▶ STRENGTH & WEAKNESSES
- ▶ OPPORTUNITIES & THREATS
- ▶ PERSONAL DEVELOPMENT PLAN
- ▶ CONCLUSION
- ▶ REFERENCES

INTRODUCTION

- The management analysts also known as the management consultant helps the organisation to operate more efficiently.
- Examines and collects financial information like revenue and expenditure report and also oversees the employment reports.
- The presentation shows the personal development plan that is consists of the areas that need to be worked on.

EMPLOYABILITY SKILLS

- The employability skills are the transferrable skills that are useful in almost every job.
- The employability skills involve the development of mindset, knowledge and expertise that makes the individual more attractive to the employers.
- The employability skill improves the performance, promote collaboration and minimize errors with the coworkers and also enable the individual to perform their role more effectively.

PERSONAL SWOT ANALYSIS

The SWOT stands for

- ▶ STRENGTHS
- ▶ WEAKNESSES
- ▶ OPPORTUNITIES
- ▶ THREATS

STRENGTHS & WEAKNESS

STRENGTHENS

- ▶ TEAMWORK
- ▶ INNOVATIVE
- ▶ SELF-RELIANCE

WEAKNESSES

- ▶ COMMUNICATION SKILL
- ▶ TIME MANAGEMENT
- ▶ PROBLEM-SOLVING

OPPORTUNITIES & THREATS

OPPORTUNITY

- ▶ NETWORKING EVENTS
- ▶ LEADERSHIP CONFERENCES

THREATS

- ▶ ECONOMIC OUTLOOK
- ▶ EXPECTATIONS

SWOT DIAGRAM



PERSONAL DEVELOPMENT PLAN

SKILLS	PRIORITY	TIME FRAME	EFFORTS TO ACHIEVE	SUCCESS CRITERIA
COMMUNICATION	MODERATE	2 WEEKS	• Social interaction. • The practice of public speaking.	• Ability to speak and communicate confidently.
LEADERSHIP	HIGH	4 WEEKS	• Assignment of work to others based on their talent and skills.	• The effective completion of the task.
TIME MANAGEMENT	HIGH	3 WEEKS	• Maintain the proper time table • Taking deadlines seriously	• On-time completion of the task
PROBLEM-SOLVING	MODERATE	2 WEEKS	• Problem analysis and determination. • Gaining knowledge by reading articles and books.	• feedback from the higher authorities.

CONCLUSION

- *The employment skills are very important for becoming different from the crowd that attracts employers.*
- *The skills that need to be developed by the individual through various experiences and learning from their previous situation are leadership, communication, time management, decision-making, etc.*
- *The personal SWOT analysis also plays the important role in analyzing the weaknesses, strengths, threats and opportunities.*
- *The presentation also shows the personal development plan that helps in minimizing the weaknesses.*

REFERENCES

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- ▶ VonBergen, C.W., 2013. SWOT Analysis for Individuals. In *United States Association for Small Business and Entrepreneurship. Conference Proceedings* (p. 55). United States Association for Small Business and Entrepreneurship.