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Academic and
employability skills
(BMSW4001)

Individual presentation

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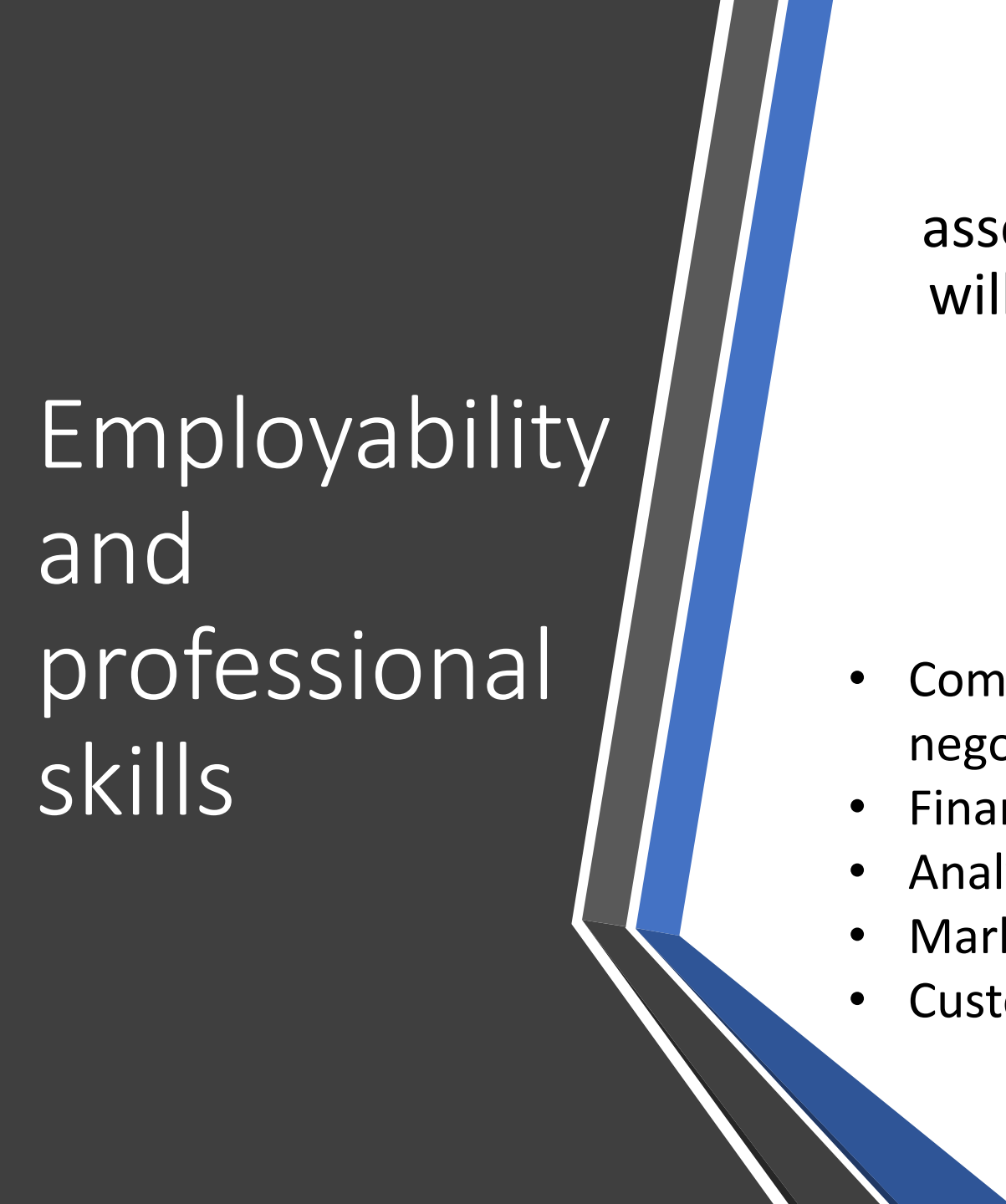
Content

- Career
- Employability and professional skills
- SWOT analysis
- Personal development plan
- Conclusion
- References



Business & Finance

- Wide Knowledge about business control and economic world.
- Study, analyze and decision taking.
- Skills to reduce professional and personal impact.



Employability and professional skills

Based on an American academic association, more than 90% of companies will be checking skills first instead studies (Gross, n.d.)

Hard skills

- Communication and negotiation
- Financial management
- Analytical
- Marketing and sales
- Customer service

Soft skills

- Motivated
- Flexible
- Organization
- Teamwork
- Problem solving

SWOT ANALYSIS

Strengths	Weakness	Opportunities	Threats
• Computer world knowledge • Good team worker • Organization skills • Time management • Emphatic • Responsible	• Changes • Love for new modern technology • Punctuality is a must workout • Family life • Time-taking videogames hobby	• Continue and finish my studies for my desired career • Improve my spoken and written English • Keep an open mind in different fields of work • Adapt my career in base of new technology developed	• People can damage your image • Lose interest over the time • Prioritize unnecessary things • Believe you know everything • Not be ready for failure

Personal development plan					
Goals	Current situation	How to achieve	Skills and abilities developed	Target time	Evidence of achievement
Complete my studies successfully	Studying, have not found big difficulties at the moment	Do not miss classes, track and review work done in class. Be consistent.	• Management • Leadership • Problem solving	5 to 6 years	Able to work in my field of studies without problem
Workout punctuality	Punctuality issue at work	Alarms, prepare in advance.	• Punctuality • Responsibility	1 to 3 months	Excellent time record for the last 3 months
Achieve financial freedom	Going step by step, learning and practicing	Study, read, practice and work experience.	• Dedication • Confidence • Independence	10 to 15 years	Receiving sustainable income
Better financial understanding and management	Not familiarized with Financial language	Start personal practice using own bank accounts	• Ambition • Relationship building	1 to 12 months	Good credit score and rates.
Improve my English	I find myself in middle.	Engage more professional reading, courses, routines.	• Professional • Communication	1 to 3 years	Better understanding of English language

Conclusion

- Long way
- Keep reading and learning
- Develop, maintain and improve skills
- Do practical work along with studies



References

- Elana Lyn Gross, n.d. *How to learn new skills*, online, <https://www.monster.com/career-advice/article/learn-new-skills-fast-0117>
- Indeed, *Soft skills: definitions and examples*, Online, [Soft Skills: Definitions and Examples | Indeed.com](#)

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