

BMSW 4001

Academic and Employability Skills

Assignment 1

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INTRUCTION

- I am an interesting person who is happy to learn from others something new and I like to grow every day in experience and knowledge.
- I am student in the University of Wales Trinity Saint David of London , Level 4 , starting studying here is my biggest achievement because I really want to get an University Diploma.
- I have experience working as a waitress (2 years), and working in a office as a Customer Assistant (6 months).

REFLECTION

Considering that this is my first oral presentation I felt a little bit excited and in the same time timid about others reaction to my point of view.

I consider that every person will find their own strengths and weaknesses in their presentation, down here I will write mines.

Strengths

The practise of how to do a PowerPoint work and the examples of presentations that our teachers showed us helped me to have an idea about how is correct to make a good and formal presentation.

Weakness

I felt that more practise for my assignments would be helpful.

As I am busy with my job I fell I little bit lost with some ideas of my assignments but I am trying to concentrate at the lessons and listen carefully my teachers

Types of skills

Definition

A skill is learning to assume a task with established result often within a given amount of time and energy.(Bing.com, 2016)

Domain General Skills

- Time Management
- Teamwork
- Leadership
- Self-motivation

Domain-Specific Skills

Skill usually specify exact natural stimuli and situation to estimate the level of skill being shown and used

Academic Skills

Skills of study habits, learning strategies, and time management tools that help students learn and absorb school lessons. (wiseGEEK, 2020)

Employability skills

Skills that are useful in nearly every job. They mean the development of a skill, knowledge base or mentality that makes you more attractive to employers. (Indeed Career Guide, 2020)

SWOT Analysis

Strengths

- Organisation
- Analytical
- Determination
- Flexible
- Responsible

Weaknesses

- Easily Bored
- Long-term planning
- Close-minded
- Does not like pressure

Opportunities

- Business Management course at University of Wales Trinity Saint David
- Academic and Employability skills
- Professional Career Development
- Digital Skills and Research Methods

Threats

- Online learning
- Lack of understanding
- Too many information at a lesson

PERSONAL DEVELOPMENT PLAN (PDP)

Personal development is a way of refining and improving the existing skills of a person so that he gets a better attitude, behaviour, and personality. With the help of personal development programs, one can sharpen and improve his essential skills of personal growth by achieving confidence and positivity. (ImportantIndia.com, 2016)

What can a PDP contain ?

- ✓ The plan of personal goals
- ✓ Importance of determined goals
- ✓ Mode of realized goals and timeline

PDP: Career Goal- Team Manager

Skills	Method of achievement	Obstacles	Completion
Team Building & Emotional Intelligence	• Setting Goals • Role Clarification • Problem Solving • Interpersonal relations	• Lack of teamwork skills • Virtual workplaces and organizational boundaries • Globalization and virtualization	1 year
Speaking and Listening	Learn how to be more proactive, sociable, interested and inspired at the lessons or work	• Mind reading • Filtering • Judging • Nerves based on irrational fears	6 Months
Effective Communication	Learning how to express yourself ,being clear and succinct ,providing feedback ,clarifying and summarising and open-minded with your colleagues	• Judging • Not paying attention • Using technical language • Giving solution or unwanted advice	8 Months
Effective Organisation	Learn how to collaborate ,communicate for a good teamwork and have a good time management	• Lack of Leadership Skills • Lack of Planning ahead • Leaving tasks undone • Lack of delegation skills	1 Year

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