

ACADEMIC AND EMPLOYABILITY SKILLS

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OVERVIEW

- Swot analysis
- What is time management
- Note-taking and why is it important
- PDP- Personal development plan
- Definition of a CV and Cover letter
- Reference
- Conclusion

SWOT ANALYSIS

STRENGTHS

- Communication skills
- Note-taking skills
- Paragraphing

WEAKNESSES

- Referencing
- Time management
- Public speaking skills

WHAT IS TIME MANAGEMENT

- "Time management" is an action of organize and planning- (Anti-Slavery statement Indeed© 2020).
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- The 80/20 rule that is also known as the pareto principle it is a helpful theory for time management .
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- Most importantly time management is to clarify your Goals - (© CFI Education Inc. 2015 to 2020)

WHY IS IT IMPORTANT

- It is important because it helps to structure work in a way that allows to accomplish goals.
- It reduces stress
- Helps to be more organized (© Management Study Guide, 2020) .

WHAT IS NOTE- TAKING?

- Note taking is very important for me as an agent when customers call or come in the agency asking for property and its availabilities.(Anti-Slavery statement Indeed© 2020)
- Importance of Note Taking abilities, Successful listening, clear writing, organized outlines.
(Leaf Group Ltd. / Leaf Group Education 2020)

PERSONAL DEVELOPMENT PLAN

- Staying focused - I will need to stay focused on the topic and what I need to do to active it .
- Time management- I will have to schedule my whole week and plan ahead on what I will need to do,
- Public speaking skills - I will speak more often publicly to work on my public speaking skill.

CV

- It is a detailed document highlighting your professional and personal and educational history.
- It is a first direct communication with a potential employer.
- It is usually made for a job application (© Collins 2020)
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WHY SHOULD YOU HAVE A GOOD CV

- It shows first impression.
- Shows if thee is qualified for the job thee applied for .
- It should Attract attention.
- It should highlight your abilities
- It should show your strengths and weaknesses

WHAT IS A COVER LETTER

- It should have the hiring manager's name . (write in report)
- It should show why you are suitable for the job you are applying for .
- What can you bring to the company because different is good and better if you make more profit for the company .
- And you need to have a closing statement and thanking for their time to read and see if you are suitable for the job .

(Livecareer.co.uk)

REFERENCES

- (Leaf Group Ltd. / Leaf Group Education 2020)
- (© CFI Education Inc. 2015 to 2020)
- (© Management Study Guide, 2020) .
- (Livecareer.co.uk <https://www.livecareer.co.uk>)
- (Anti-Slavery statement Indeed© 2020 <https://www.indeed.co.uk>)
- **(Copyright by TCK Publishing. All Rights Reserved © 2020)**
<https://www.thebalancecareers.com/pareto-s-principle-the-80-20-rule-2275148>)

CONCLUSION

- I have explained what is time management and why is it important to have note taking skills and how it reflects for my job description
- I have also given an overview of my SWOT analysis.
- And have provided you with why it is good to have a good CV and what type of information they look for ,in the cover letter ,
- I have given you references.
- Written my conclusion,
- Wrote you a report .

THANK YOU!

Thank you for listening and taking the time to review my presentation on accademic and employability skills.