



Academic and Employability Skills

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Introduction



- This presentation is about the academic and employability skills of students.
- I have mentioned my intended career and compare my skills with the required skills for my desired job.
- For analysing properly I have used SWOT analysis, time management tools, and personal development plan or PDP in this presentation.



Academic and Employability Skills



- Academic skills of a student refer to the skills of academic reading or writing, digital skills, referencing skills, critical thinking skills, presentation skills etc. (Vishnu, 2012)
- Employability skills refer to the skills of interpersonal communicating skills, problem-solving skills, collaboration skills etc. (Gravells, 2010)
- As well as academic skills the students need to develop employability skills too for a better future



Intended Career

- An intended career is something or someone a human being wants to become in the future.
- My intended career or desire is to become an accountant.
- An accountant is a type of occupation that performs different types of analytical and accounting tasks related to financial statements or accounts (Powers, 2012).
- For becoming an accountant different skills are required and which is why I'm developing those skills.



Required Skills for the Job

Different skills are required for being an accountant some of which are mentioned below:

- Analytical Skills
- Time Management Skills
- Interpersonal Communication Skills
- Information Technology Skills
- Organisational Skills etc. (Svitlana and Anastasiia, 2020)



My Skills

I have the following skills:

- **Time Management Skills:** As an accountant time management skills are compulsory because time should be maintained properly in completing different types of tasks of an accountant and I have this time management skill as I have practiced it from early school days (Cottrell, 2015).
- **Interpersonal Communication Skills:** For becoming an accountant interpersonal communication skills are required as it helps him in communicating properly and effectively with the clients or colleagues and I have adopted that skill (West and Turner, 2020).
- **Information Technology Skills:** Nowadays accounting tasks are done by using information technology tools and that's why an accountant must have greater information technology skills to fit for the job.



The Skills I Need to Develop

For being an accountant I need to develop the following skills:

- **Analytical Skills:** Analysis of financial accounts and statements is the main task of an accountant and I have to develop great analytical skills as I want to become an accountant in future (Neffke and Henning, 2012).
- **Organisational Skills:** For becoming an accountant organizational skills are required the most since he must have the skills of organizing people, financial accounts, etc. And that is why I have to develop my organizing skill (Vishnu, 2012).



SWOT Analysis

Strengths

- Better time managing ability
- Great interpersonal communication skills
- Advanced technological skills

Opportunities

- Having enough time for preparing myself to become an accountant
- Achieving business school degree
- Having some developed skills

Weaknesses

- Poor analytical skill
- Weak in organising

Threats

- Government policy and regulations
- Competitive marketplace
- Employment issue



Time Management Tools



- Time management tools refer to the tools that help individuals in managing time properly and making good habits (Gravells, 2010).
- As time management tools I am using 'Timing' and 'HourStack'.
- Timing has an automatic time tracking feature through which I can track my activities and divide my time properly for each activity.
- HourStack is a time management tool that has a calendar scheduling system through which I can plan my tasks well and maintain time properly.



Personal Development Plan



Specified Goals	The process of achieving the goals	The process of measurement	Specified timeline for achieving the goals	Personnel that will help me
Analytical Skills	Solving more mathematical problems, playing brain games and puzzles	Attending analytical exams and comparing with others	One Year	Teachers, friends
Organisational Skills	Organising school events, using checklists, making notes	Comparing outcomes with the standards	Six Months	Teachers, family members, friends



Conclusion



- From early school days, the students should prepare themselves for their desired profession or career (Cottrell, 2015).
- That is why I'm preparing myself from now for being a successful accountant as my intended career is to become an accountant
- In this presentation, I have mentioned my strengths, weaknesses, opportunities and threats for being an accountant and also shared my plans for the future.



References

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