



ACADEMIC & EMPLOYABILITY SKILLS

Mireia Una Detna (2008766)

Anita Nan

Overview

- SWOT Analysis
- Academic & Employability skills
- PDP – Personal development plan
- CV
- Cover Letter
- Conclusion
- Reference

SWOT Analysis

Strengths

- Time management- Time management is defined as using your time productively and efficiently. (skillsyouneed,2020)
- Note taking- Note-taking is the practice of writing down or otherwise recording key points of information.(Nordquist, 2019)
- Communication skills-Communication skills are abilities you use when giving and receiving different kinds of information. They involve listening, speaking, observing and empathising. (Indeed,2019)
- Interpersonal skills- Interpersonal communication is the process of face-to-face exchange of thoughts, ideas, feelings and emotions between two or more people. (Indeed,2020)

SWOT Analysis

Weaknesses

- Referencing
- Summarising
- Paraphrasing

Employability & Academic skills

- Time management: This allows me to know organise and plan where to spend my time. By organising this it allows me to work smarter and not harder.
- Note taking: Taking notes is beneficial because it allows me to look back at what I wrote down if necessary.
- Communication skills: This will help me achieve more in life because I will be able to communicate with all sorts of people in many different types of ways.
- Interpersonal skills: By having this skill it allows me to interact with many different types of people, meaning that I am able to adapt to different people as well as different situations.

PDP- Personal development plan

Summarising-

- Look at videos.
- Take notes.
- Use my own words.

Paraphrasing-

- Analysing and understanding what is said.
- Shorten texts and make them into your own words.
- Avoid copying the text which I am paraphrasing.

Referencing-

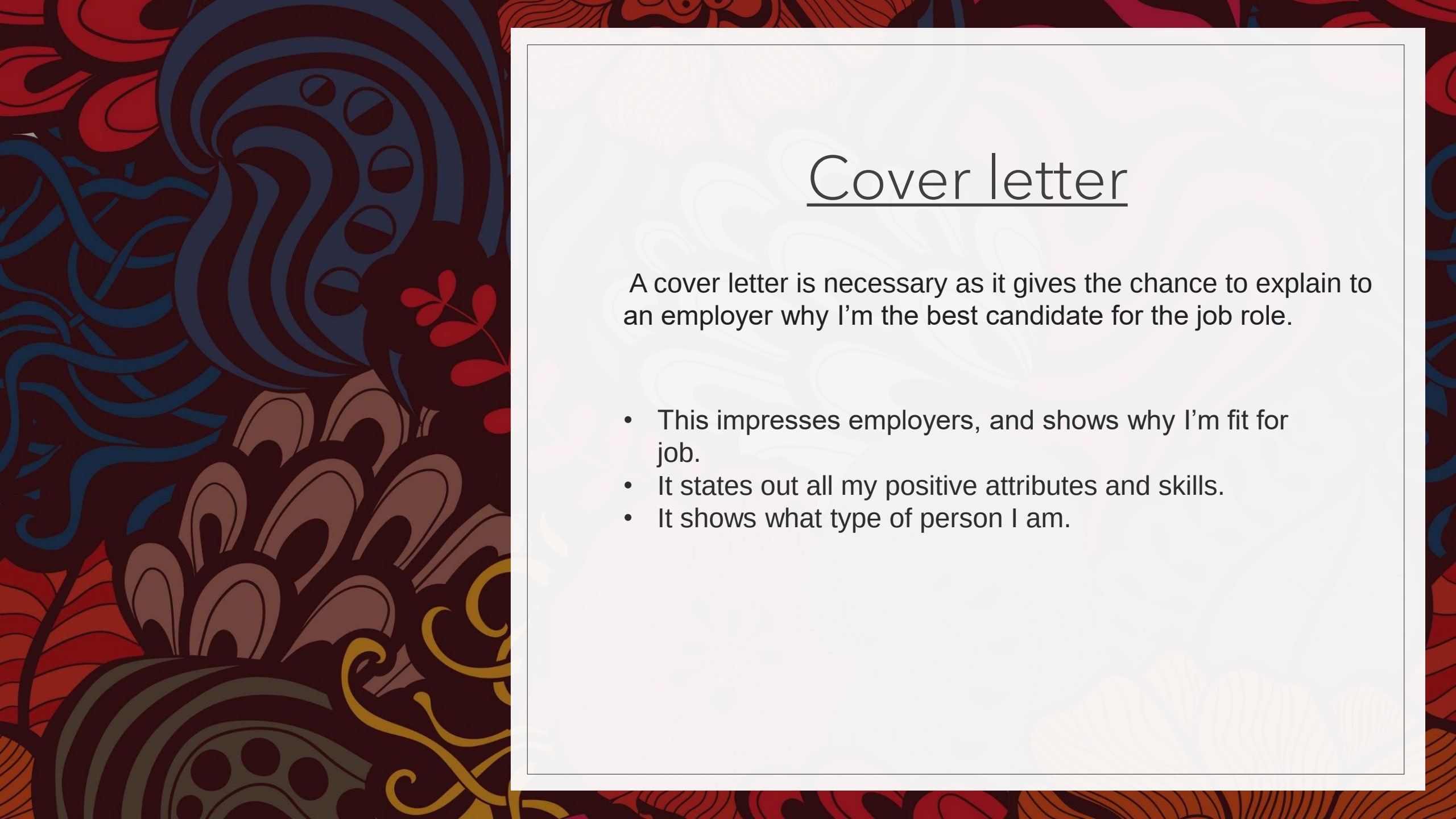
- Focus on videos that show me how to reference.
- Remember the source of information of where you got the text from.



CV (Curriculum vitae)

A CV is a written overview of your skills, education, and work experience. (Reed,2020)

- Makes me stand out from others.
- Shows that I am are hard working, punctual, self-motivated, energetic etc.
- This indicates that I am are eager to get the job.



Cover letter

A cover letter is necessary as it gives the chance to explain to an employer why I'm the best candidate for the job role.

- This impresses employers, and shows why I'm fit for job.
- It states out all my positive attributes and skills.
- It shows what type of person I am.

Conclusion

I have come to the conclusion that by creating this power point, this has allowed me to acknowledge my strengths and my weakness.

Now that I have created a personal development plan on how to improve my weakness I am sure that I will be able to accomplish them within the future and instead of them being my weaknesses, they shall turn into my strengths therefore I am grateful.

I have also learnt the Eisenhower 80/20 method, which has become very beneficial for me. This has helped me to prioritise my time and has allowed me to recognise what I should focus on and what I should ignore as sometimes there is so much things going on, that we forget to complete the important things that we need to do on that day.

References

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