

Academic and employability skills

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Academic and employability skills

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Overview

- ◇ SWOT analysis
- ◇ The meaning of time management / its importance
- ◇ Note –taking/ its importance
- ◇ PDP
- ◇ Paraphrasing
- ◇ Referencing
- ◇ Conclusion

SWOT ANALYSIS

Strengths

- ◆ Team player
- ◆ Good communicator
- ◆ Speaking skills

Weaknesses

- ◆ Time management
- ◆ Staying focused
- ◆ Organization skills



What is time management

- Time management is the process of handling your time effectively
- Allows to use your time efficiently, avoiding procrastination.
- It is a conscious control of how much time spent on doing certain activities.
- It is also a good skill to have when juggling with more than one important activity of the day.
- Brian's Tracy theory on time management is that if you label everything and find the 'Frog', it helps you manage your day-to-day tasks.



Why it is important

- Time management is important because managing your time functionally allows you to always use it beneficially around all your given tasks.
- Another reason why it is important is because if you use time well and advantageously, it avoids you to procrastinate in work etc.
- Every task/ activity or duty in any case, will be done on time to best ability as you've successfully were able to manage your time well.
- Tracy's .B. theory is useful because by doing the most important task being the 'Frog' first it allows you to focus on most crucial task first the rest later.

Note taking

- ◊ Taking down notes is the process of you writing down what you have learnt.
- ◊ Making notes of things you have seen, that you think will be helpful for yourself.
- ◊ Note taking is also you noting/ writing down useful information

Why its important

- It is important so that you always have important notes that you can get back on when needed.
- Helpful notes when written done are beneficial when forgetting something you were told or taught.
- If you take notes of something you think is useful for you, it enables you to always look back on it.

PDP- Personal development plan

Improve my organisations skills

- I will label my work so I can allocate everything of where it should be and what it should look like.

Improve my focusing skills

- Stay focused on one thing avoiding distraction, e.g. moving focus on less important things.

Improve my time management

- Schedule and build a useful way around managing activities.

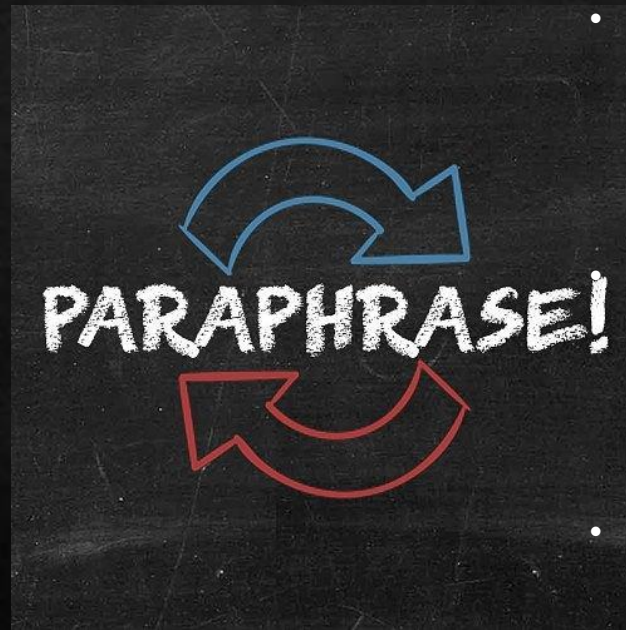
I've used this type of learning style to help me improve my weaknesses.

Kolbs learning cycle (1984).



What is Paraphrasing

- ◇ It is the method of taking someone else's ideas and changing them into your own words
- ◇ Paraphrasing the opposite of quoting, where you exactly copy word for word.
- ◇ The main ideas need to come through, but the wording has to be your own.



Why is it important

- It is important to be able to paraphrase because once you have good practice of this, you are able to explain something someone told you in your own words
- Other than that, you are now able to express in your own words something you have learnt without quoting the same things words for word.
- When you rephrase something, you do the action without changing the actual meaning.

Referencing

- ◇ www.thebalancecareers.com/time-management-skills-2063776
- ◇ <https://study.com/academy/lesson/what-is-time-management-definition-examples-studies.html>
- ◇ www.thoughtco.com/note-taking-research-1691352
- ◇ www.scribbr.com/citing-sources/how-to-paraphrase/
- ◇ Tracy .B. 'Eat that Frog' , (Published in 2009).
- ◇ Kolbs learning Cycle, 1984.

Conclusion

I have explained what time management is and what importance it has for everyday I have even given a Brain Tracy speech where he talks about the frog theory about your day to day tasks, I have also written down my SWOT analysis / what my strengths and weaknesses are,

I have explained and gave a definition about note taking and also about paraphrasing and wrote down my PDP plan and what I will do to achieve my goals , last but not least I have written down my References and links, I have learned more about time management and why it is so important to have that skill.

I have also learnt about the Kolbs learning cycle, and what I've learnt from it is that if you want to plan something or achieve something you should always do it step by step.

Thank you so much for taking the time out of the day to listen and I hope you enjoyed.