

ACADEMIC AND EMPLOYABILITY SKILLS

MODULE : ACADEMIC AND EMPLOYABILITY SKILLS

MODULE ID : BMSW400I_LON RESIT WORK

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OVERVIEW PRESENTATION

- Overview
- SWAT Analyse of my Academic and Employability skills
- Time management
- Summarising and Paraphrasing
- Digital skills and research methods
- Opportunity
- Personal Development Plan
- References

SWAT ANALISE

Strength

- Time management organizing my study.
- Summarising and paraphrasing load of information.
- Digital skills/work with Word, Excel, Power Point

Opportunities study in UWTSD

- To develop more Academic skills.
- To improve my Communication skills.
- To progress Employability skills.

SWAT ANALISE CONTINUE

Weakness

- Shy to speaking.
- Not so much work experience.
- More Academic and Employability skills need to learn.

Treat

- Economic situation after COVID-19

ANALISE OF MY SKILLS

TIME MANAGEMENT

- Time management by definition is ability to use the time effectively at work place. Using Time management tools. I learned to use the tools to:
- Prioritise my activity according importance and urgent : high important and urgent to attend ASAP, important but, not urgent priority to attend, what is not important to be minimise or delegate, what is not important and not urgent to skip.
- Make the plan with my activities and To-do list with due time and review what is done, what not to be re-plan.
- Good time management make me more organised to set SMART-(Specific, Measurable, Achievement, Time -related goals and motivated to complete my Personal Development Plan.

SUMMARISING AND PARAPHRASING

- Summarising by definition is: to give a brief statement of the main points of text.
- Paraphrasing by definition is: to express the meaning of something written using other words.
- Both of skills are aids for my future study in UWTSD.

DIGITAL SKILLS AND RESEARCH METHODS

- Digital skills and research methods by definition is ability and knowledge to use information from technology sources.
- This skill I started to learn in Business college, and reflect and develop in UWTSO.
- Very important for my future study and good transferable skill.

OPPORTUNITY

Studding in UWTSO giving me opportunity:

- To gain more Academic and Employability skills.
- To develop my communication skills.
- To develop professional skill to reflect them in my work.
- To follow advises of big recruiters using transferable skill in my next employment.

PERSONAL DEVELOPMENT PLAN AS A TOOL USED FROM INDIVIDUALS FOR PLANNING THEIR FUTURE

	Short term up to 1 year	Mid term up to 2 years	Long term up to 3 years
My Goals	To finish this academic year successful. To start barbering course.	To start my next academic year in UWTSD and to continue develop in barbering.	To graduate in UWTSD and to organise my own business.
Skills need to be learned	Good communication skill and team working ,problem solving and decision making and developing in barbering.	Skills for organising and managing own business and create business plan.	To prove my knowledge in my own business
Future actions	To take my exams successfully.	To prepare myself for own business.	To develop my business.

REFERENCES

- Career advaices Available at <https://www.indeed.com/career-advice/>
- Employability skills you need Available at : <https://www.skillsyouneed.com/general/employability-skills.html>
- Maund, A.,Schriek M. and Tinkler, P. (2017) *Certificate in Higher Education: Skills for the Workplace*. London; Sage Publications.

THANK YOU!

