



ACADEMIC AND EMPLOYABILITY SKILLS PRESENTATION

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AIMS AND OBJECTIVES OF THE PRESENTATION

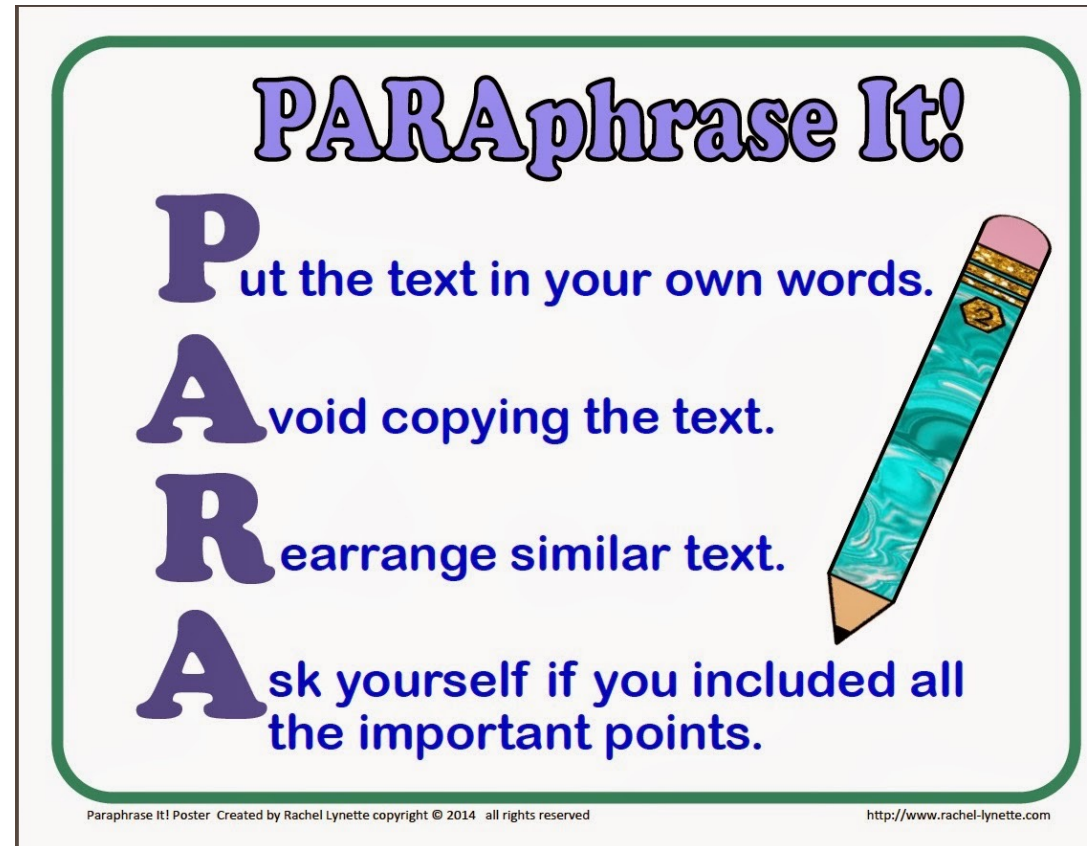
- Introduction to academic and employability skills
- To analyse academic skills required.
- To identify employability skills required for the events manager position.
- Discussion on developing the skills required.

ACADEMIC SKILLS



(Nuigalway.ie, 2021).

PARAPHRASING



TIME MANAGEMENT



(D'Agostino, 2018).



EMPLOYABILITY SKILLS FOR EVENT MANAGEMENT

- Current IT and computer knowledge.
- Written communication skills.
- Energy and spirit.
- Organisational and planning skills.
- Attention to detail.
- Communication and interpersonal skills.
- Knowledge and experience.



DEVELOPMENT OF EMPLOYABILITY SKILLS

- Current IT and computer knowledge- developed at university and self learning at home.
- Written communication skills- writing assignments.
- Energy and spirit- daily lifestyle.
- Organisation and planning skills- identify goals, prioritise tasks, have a schedule.
- Attention to detail- limit distractions, be present, listen.
- Communication and interpersonal skills- developing at current workplace.
- Knowledge and experience- university, LinkedIn learning, internship or placement.

REFERENCES

- Nuigalway.ie. (2021). *Academic Skills Hub - NUI Galway*. [online] Available at: <<https://www.nuigalway.ie/academic-skills/>> [Accessed 16 April 2021].
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- D'Agostino, A., 2018. *Time-Management Tips for Busy Professionals | Winds of Change*. [online] Woc.aises.org. Available at: <<https://woc.aises.org/content/time-management-tips-busy-professionals>> [Accessed 16 April 2021].