

ACE Practical Portfolio

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Introduction

Employability skills are abilities required for becoming employable or the skills needed for certain careers (Doyle, A., 2020). I have some experiences of management work in a organization. In career planning I chose to be a project manager. I'm going to present employability skills required for specific careers, using my own career choice and the skills needed for it. I will perform in this presentation:

- ‡ Personal SWOT Analysis
- ‡ Personal Development plan
- ‡ A clear discussion on tools of Time management

Personal SWOT Analysis

Strength

- I have a good skill in leadership which I think will help me to be a project Manager.
- I am an excellent communicator Which will also beneficial for me in career path.
- I am capable of strategic thinking, for a project manager this skill is mandatory.
- I am good at Analytical skills which will definitely help me for being a project Manager

Opportunity

- As I have skills in management job, I can join any managerial work in any organization.
- With my skills I may freelance in any freelancing site for earning.
- As I have some knowledge's and experience, If I join any paid courses of project management I can get more preferences in job sector.

Weakness

- Emotion is a natural thing, but I think I am too much emotional, which is a problem for professional life.
- I have a lack of project management working experiences.
- Lack of adequate negotiation abilities.
- From my study and analysis I strongly feel that I have a shortage of creative thinking skill, which I need to work on.

Threats

- Large number of qualified candidates for the position of Project Manager.
- Covid 19 has a huge impact on job industry, which I am concern about.
- Difficulty finding the right job at the right workplace.

Personal Development Plan

Skills I need to learn	Effort needed	Action Plan	Schedule (Months)
Project Management	I need to improve my Project management skill. The areas in which I need to put in more work are: improving my knowledge base, identifying new research topics, and developing computer tools skill.	Join any paid Course to develop a better knowledge.	2
		Practice form online sessions.	
		Select some specific applications and work on them	
Time Management	Need to understand how to use management tools and processes	Find out how to use tools and approaches in the actual world.	4
		Select the ones that best suit my needs."	
		Make sure of keep utilizing learned tools and methods.	
Networking	I need to improve my networking abilities in order to better handle my duties.	Increasing activity on social media	3
		Hangout with friends	
		Contact with colleagues and coworkers.	
		Making new friend	
		Create groups to shear thoughts.	
Negotiation	Improve my bargaining and negotiating skill with co-workers and colloques.	Start collecting learning materials on this	2
		Find a mentor who can help in this learning process.	
		Practice by own with random peoples.	

SKILLS REQUIRED FOR AN **Project MANAGER**

1

Organizational Skill

Organizational skill refers to the ability to complete everything in an organized manner (Hendrawan and Daryanto, 2019).

2

Time-Management Skill

This skill helps the managers to complete the tasks just in time.

3

Expertise in Office Suite

An office manager must be skilled in MS Word, and MS Excel (Lerman, 2013).

4

Leadership

An office manager must be a leader.

5

Project Management

An office manager should be able to separate the goals and objectives into different projects

6

Excellent Communication

An office manager must be an excellent communicator.

Time Management Tools

Useful and easy, time management tools are essential for accomplishing tasks. Below some tools are listed (Time Management Tool, 2022):

- ‡ [Clockify](#)
- ‡ [Monday](#)
- ‡ [Hubstaff](#)
- ‡ [Toggl](#)
- ‡ [ProofHub](#)
- ‡ [Infinity](#)
- ‡ [MyLifeOrganized](#)
- ‡ [Be Timeful](#)
- ‡ [Weekdone](#)

Conclusion

I have presented the skills I possess in relation to the career I am looking for – project Manager. I have also performed a SWOT analysis of my skills to evaluate my strengths, weaknesses, opportunities, and threats. Knowing the skills that I need to develop for my career will help me prepare for it ahead of time. A detailed PDP is also done to developed career in a nice scale. Hope above analysis will help to be better in my career.

References

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THANK YOU!