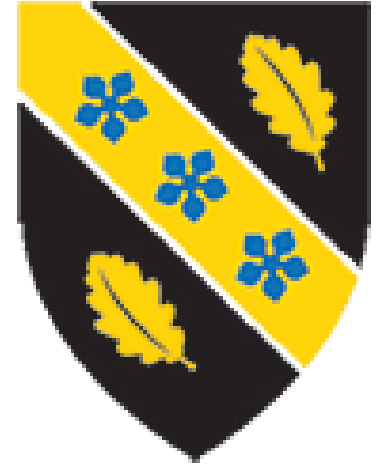


UNIVERSITY OF WALES TRINITY SAINT DAVID



- NAME: IONUT GABRIEL MOALA
- STUDENT NUMBER: 2018239
- MODULE: ACADEMIC AND EMPLOYABILITY SKILLS
- MODULE CODE: BMSW4001_LON
- LECTURER: ANITA NAN

OVERVIEW

TIME MANAGEMENT

ACADEMIC WRITING

REFLECTIVE WRITING

SWOT ANALYSIS

TIME MANAGEMENT

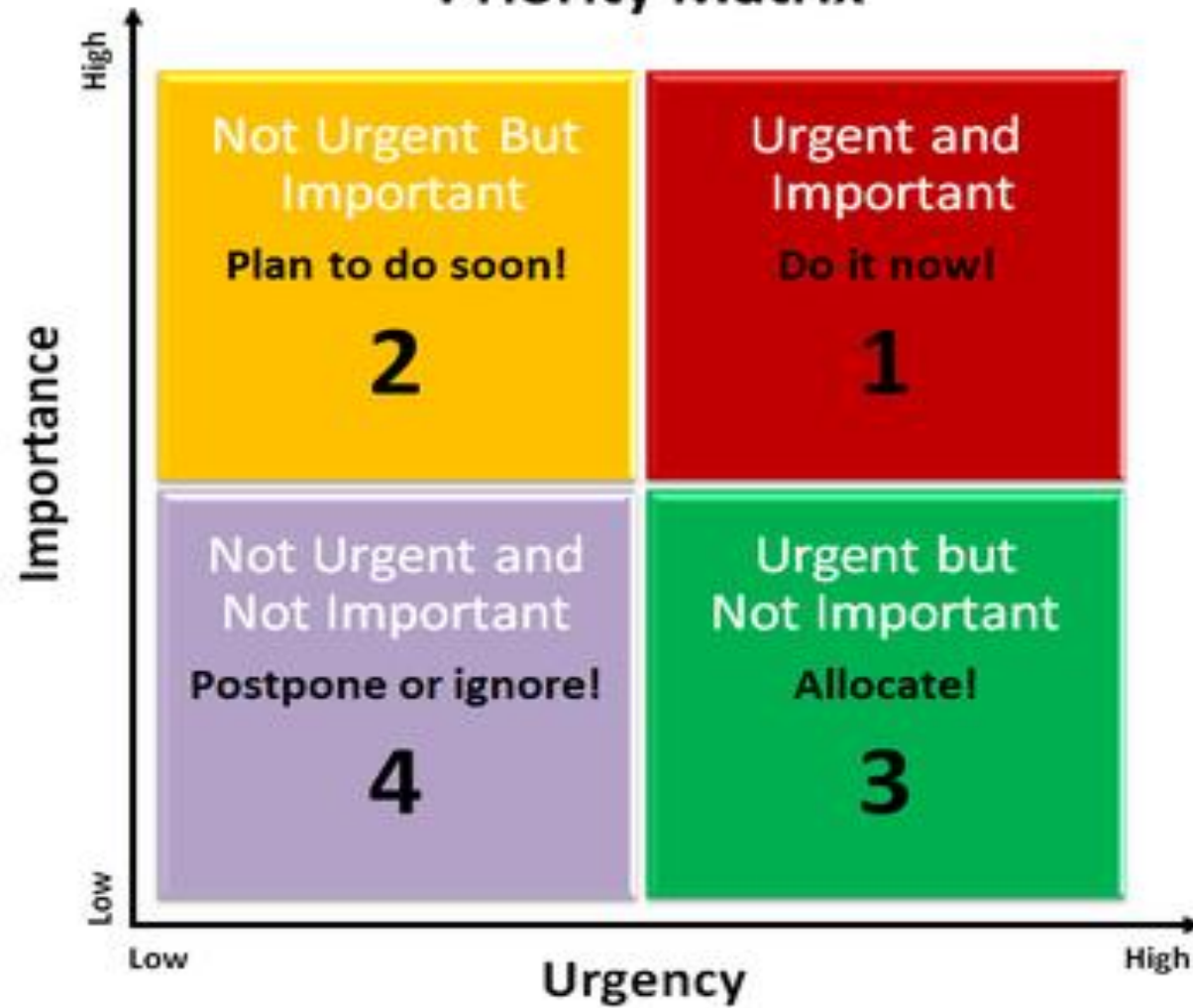
- **Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity.**



TIME MANAGEMENT SKILLS:

- 1. Planning
- 2. Decision making and prioritization
- 3. Setting boundaries and saying no
- 4. Delegating and outsourcing tasks
- 5. Building a system and diligently following it

Priority Matrix



ACADEMIC WRITING

- Academic writing is clear, concise, focussed, structured and backed up by evidence. Its purpose is to aid the reader's understanding. It has a formal tone and style, but it is not complex and does not require the use of long sentences and complicated vocabulary.
- **Examples of academic writing:**



abstract



academic journal
article.



book report.



conference paper

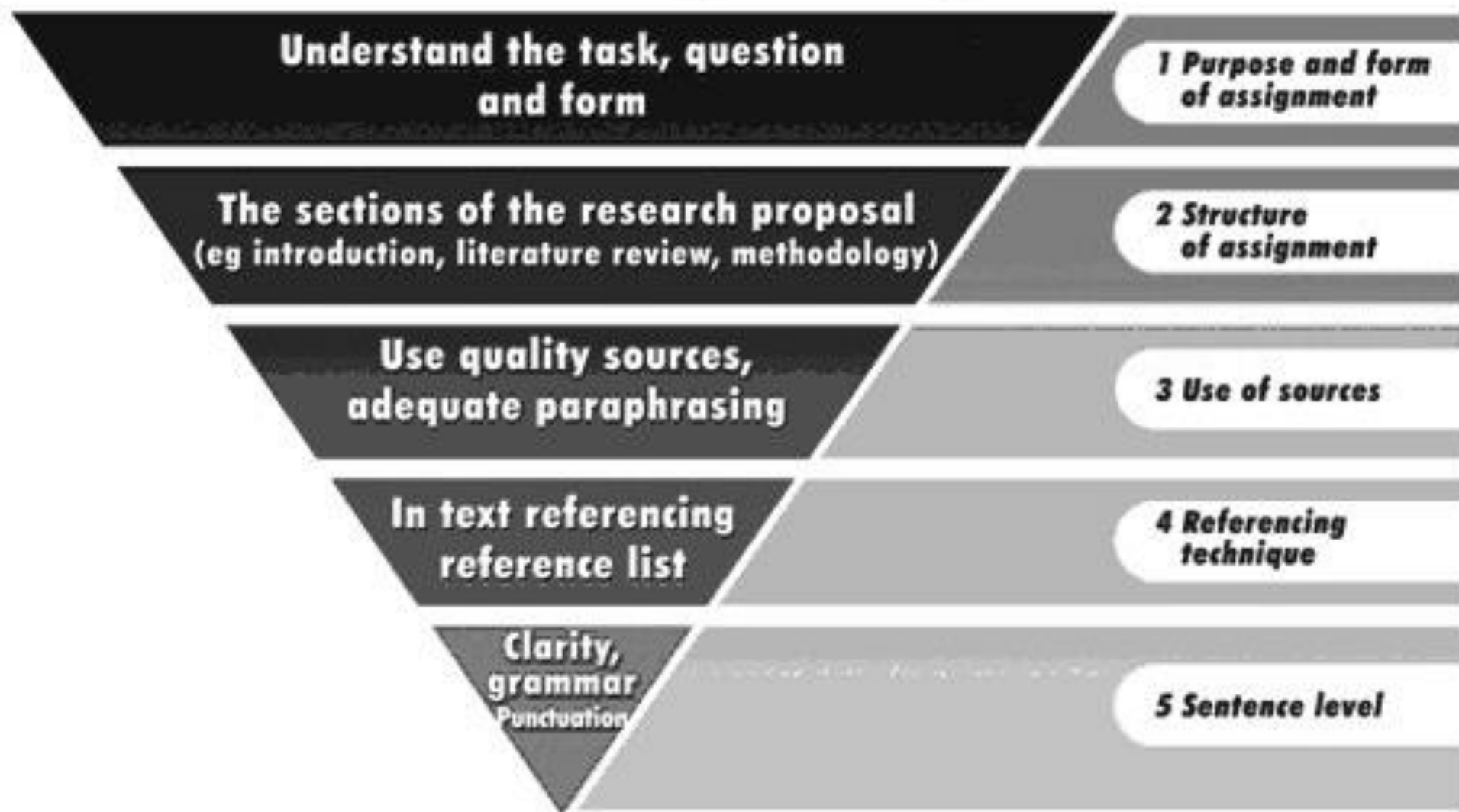


essay.



explication.

Academic writing triangle



REFLECTION AND REFLECTIVE WRITING



What is reflective writing?

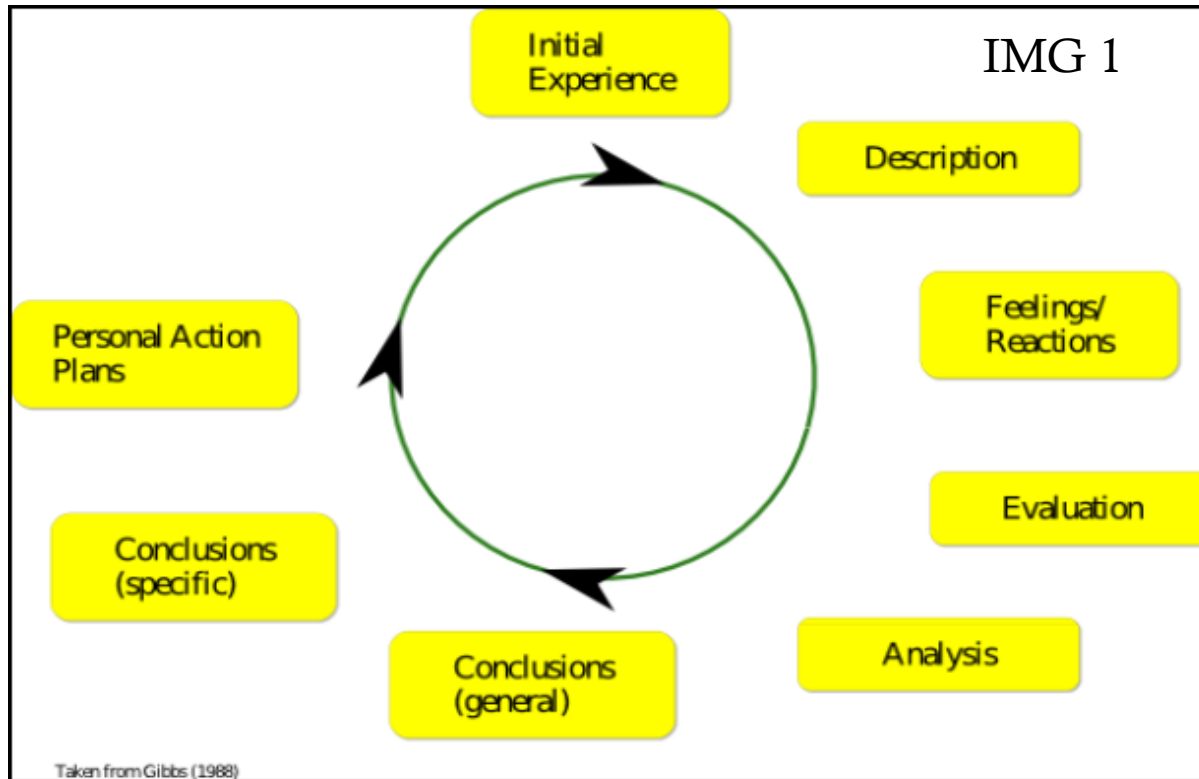
Reflective writing is evidence of reflective thinking.

What is reflection?

Reflection is a purposeful activity in which you analyse experiences, or your own practice/skills/responses, in order to learn and improve.

COMMON MODELS OF REFLECTION

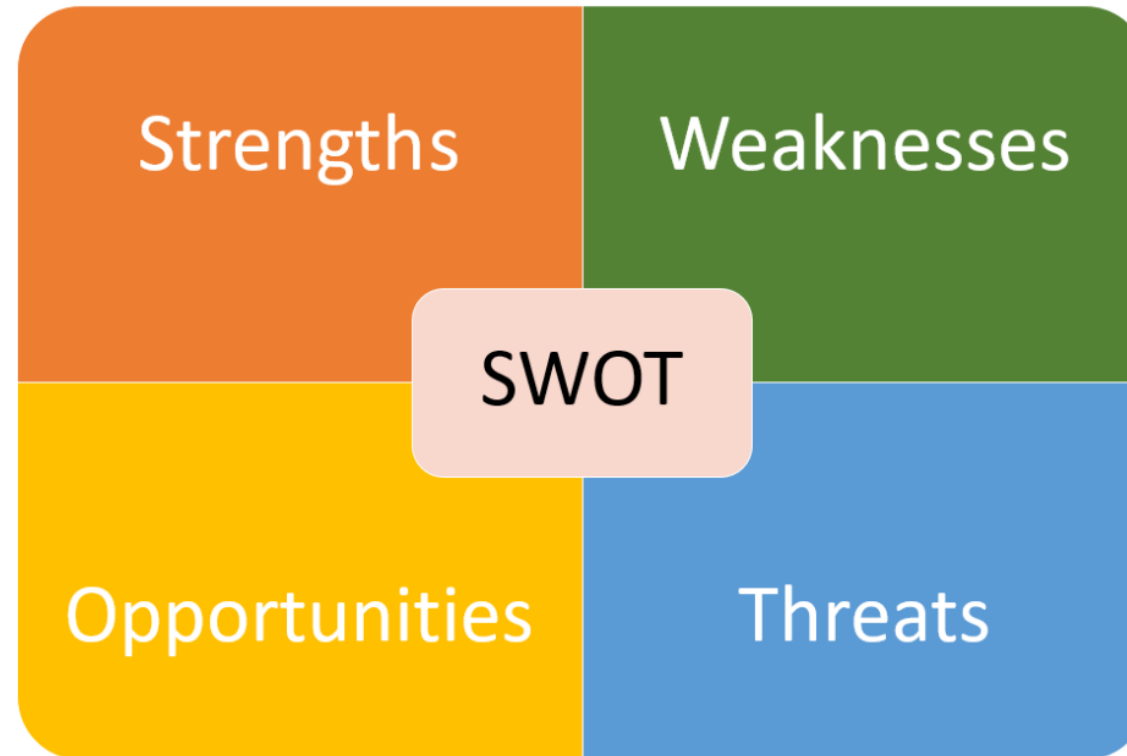
- ❖ Gibb's 'Reflective Cycle' (1988) IMG.1
- ❖ Kolb's 'Experiential Learning Cycle' (1984)
- ❖ Driscoll's Model (1994, 2000) IMG.2



SWOT ANALYSIS

- SWOT analysis is a strategic planning technique used to help a person or organization identify strengths, weaknesses, opportunities, and threats related to business competition or project planning.

❖ **TIME
MANAGEMENT**
❖ **PERSONAL
MASTERY**
❖ **PROBLEM
SOLVING**



❖ **COMUNICATION
SKILLS**
❖ **TEAM WORKING**

THANK YOU

