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University of Wales
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Academic and Employability Skills (ACE)

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BMSW4001

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



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Individual Presentation

Objectives:

- My current Career
- My present skills
- My intended career
- Skills required
- How I can develop new skills
- How I will monitor my success in gaining new skills
- Reflection
- Personal Statement

About me

- I'm currently a HGV Driver.
- I'm a recruitment Manager for the agency I drive for.
- I have been driving HGV's for the past 6 years.
- Before this, I climbed the ladder within a well-known retail company; from shop assistant to Regional Manager within 6 months.



My Current Skills

- Time Management.
- Punctuality.
- Interpersonal skills.
- Communication.
- Effectively able to work alone or part of a team.
- Target driven.
- Leadership.
- Problem solving.
- Resilience.
- Willingness to learn new skills and gain knowledge.

Boshorin,S.2014. Identify your skills. [6. Identify Your Skills - YouTube](#)

SWOT Analysis

- SWOT stands for Strengths, Weakness', opportunities and threats.
- Its is a method that can be used both within an organization or on a personal level. (The mind tools content team, 2021)
- It's a great way to analyse any threats or weakness' and give the user the ability to think of ways to avoid any possible threats in advance.
- It can be an invaluable business tool to research markets and trends with a company.
- Personally, it can allow an individual to focus on areas that need improvement in order to achieve success.

Personal Swot Analysis

Strengths

- Leadership Skills
- Great Communication
- Team Player
- Time Management

Weaknesses

- Unrealistic planning
- Getting distracted
- Too opinionated
- Focusing on too many things at once (prioritizing)

Opportunities

- Advancement in modern business technology.
- To gain new knowledge through academic studies.
- Networking and meeting people from other walks of life.

Threats

- Economy change due to unforeseen circumstances such as Covid-19
- Health
- Social life
- Staying up to date with the modern technology used in business

My Future

- I wish to further my education within business studies.
- Eventually I would like to open up my own company within the food sector.
- My passion is to cook and to know people enjoy it.
- I will utilise the skills I have already gained in the past, along with new skills to achieve my goals.

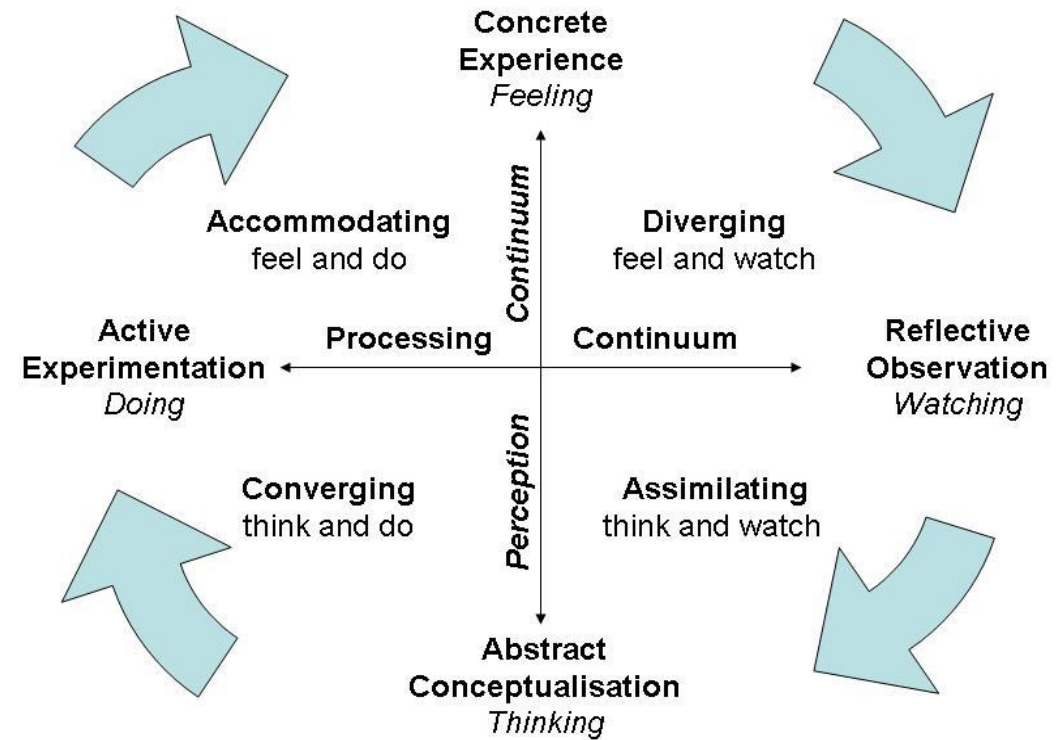


Skills required in the future

SKILLS NEEDED:	HOW I WILL ACQUIRE THESE SKILLS
• Marketing. • Project management. • Financial Management. • Networking. • Modern Technology skills. • Advertising. • Researching trends and competition.	• Further my academic career. • Research. • Take extra courses. • Use SWOT analysis results to work on my weakness'. • Use The Eisenhower Method, which will help me effectively prioritise tasks and importance. Solo, M.(2019 The Eisenhower Matrix) • Set SMART goals. Boogard, K.(2020) explains this in detail in her blog.

How I will Learn skills

- I will monitor my success on knowledge and skills attained, by using the Kolbs Method.
- This method will allow me to identify my own learning style in order to achieve my goals.



Reflection

- I will be regularly keeping a reflective learners journal. This will help me understand where I am in terms of progress and understanding my skills achieved.
- It will help me see if the skills I am learning are relative to my future or not.
- It will help me to see any areas or problems that need addressing, in my pursuit to gain the skills I require.

<https://www.youtube.com/watch?v=wjLa2sJjla0>

Personal statement

- By using the skills that I already have, alongside the skills I wish to gain; I will have the knowledge to achieve my food business in the future.
- The elements that I have learned during classes, through research and reading will all help me towards achieving my end goal.
- Reflecting will be vital for me as some employability skills learned will be irrelevant to me. A reflective journal will help me see which skills are more important to myself and my future.
- So far on my academic journey I have learnt a great deal on importance of time and prioritising tasks, I look forward to all the useful knowledge I am learning being used in my everyday life and my future academic career.

References

- Boshorin, S. 2014. Identify your skills. [6. Identify Your Skills - YouTube](#)
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- The mind tools content team, (2021. Swot Analysis, How to develop a strategy for success.) [SWOT Analysis - Strengths, Weaknesses, Opportunities and Threats \(mindtools.com\)](#)
- [The Essential Skills for Starting a Successful Food Business | The ICCA Stockpot \(iccadubai.ae\)](#)
- Solo, M. (2019 *The Eisenhower Matrix*)
- Boogard, K. (2020, *How to write SMART goals*.) [An explanation of SMART goals and how to write them \(atlassian.com\)](#)
- [Kolb's Learning Styles and Experiential Learning Model \(nwlink.com\)](#)
- <https://www.youtube.com/watch?v=wjLa2sJjla0>
- <https://www.simplypsychology.org/learning-kolb.html>