

Academic and Employability Skills BMSW4001

Analysis of own Employability Skills

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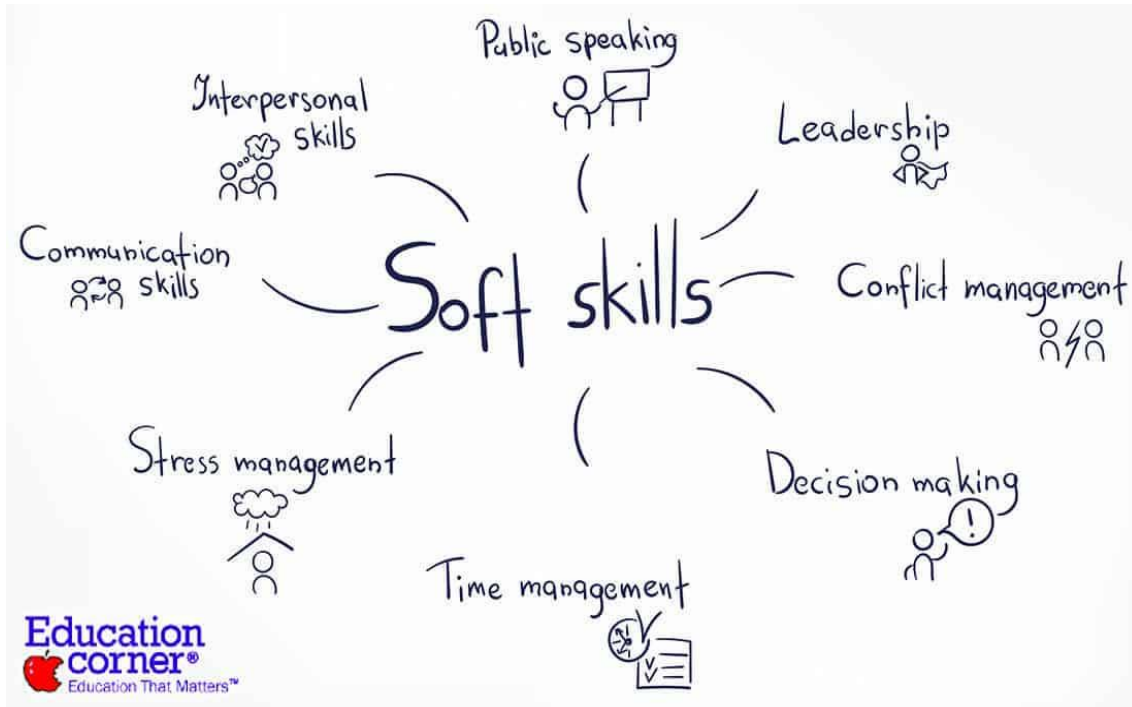
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Introduction

- The aim for this presentation is to show my understanding of the skills I need for employment
- I will show this by analysing the skills I have and the skills I need for progression in my workplace
- I will analyse my skills with the help of the tools learned in the class
- PDP to show how to accomplish my goal

Employability Skills



- A set of accomplishments, understandings, and personal characteristics that increase an individual's chances of finding work and succeeding in their chosen field (Knight, 2004).
- They are needed to get a job and do well in the workplace



Career Goal

- Intend to become a Site Supervisor
- Skills needed

I need:

- Leadership skills
- Communication skills
- Presentation/public speaking skills

I Have:

- Ability to work well with others in a team
- Knowledge of the building site
- Flexible and open to change
- Positive attitude
- Organisational skills

Personal Development Plan

= a plan to develop skills needed for working life (Morgan, 2016)

GOAL – To Progress into a site supervisor position			
Skills I need	How will I do that?	What resources I need/ will use?	How long it will take?
• Leadership skills	• Practicing • Manage people • Communicate well • Find leadership style	• Reading online • This course • Module lectures	• By end of year
• Public speaking /presentation skills	• Reflection on past experience • Preparation	• Reading, e-books • Module lectures	• In time
• Communication skills	• By reflecting and practicing	• Practicing every day • Ask for Feedback	• In time

Conclusion

- Employability is very important and I realised only now how much it involves and it takes time to achieve so many skills
- The tools in this course helped to discover other things that I have or need to work on
- Skills for the workplace is the right decision to help me with my work progression
- The tools I learnt and will learn in the next terms will help me to improve my workplace performance or get another job in the future

References

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