



Academic and Employability skills (bmsw4001)

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OVERVIEW

Overview

- INTRODUCTION
- SWOT
- TIME MANAGEMENT
- NOTE TAKING
- CV
- COVER LETTER
- PERSONAL DEVELOPMENT PLAN
- CONCLUSION
- REFERENCES

INTRODUCTION

The purpose for
this presentation
is:



To identify my
strengths and
weaknesses



To design a
personal
development plan

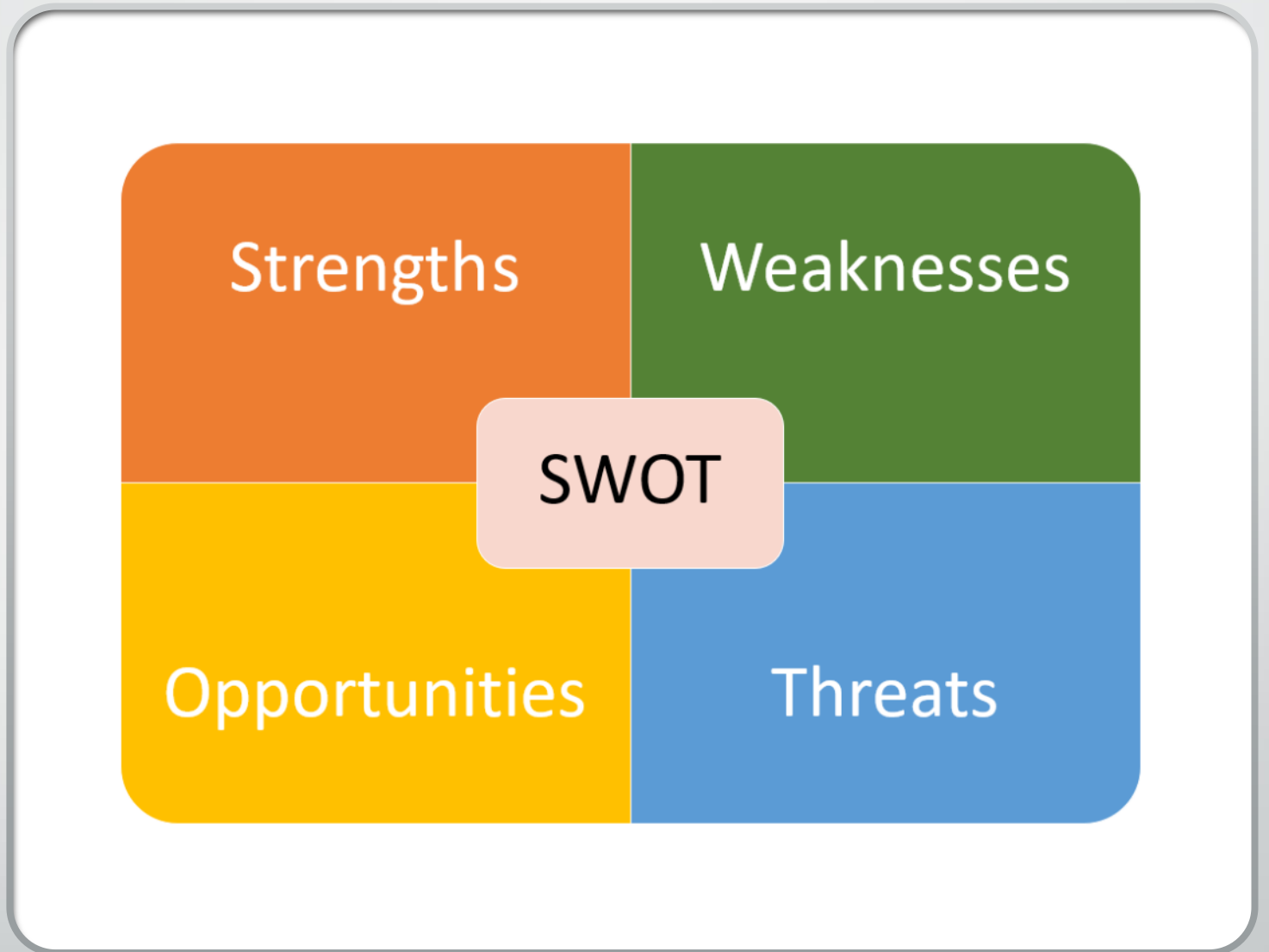
Swot analysis

☐ Strengths:

- Time management
- Note taking

☐ Weaknesses:

- Public speaking
- Paraphrasing



❑ ***Time Management:***

Time management is a process of organizing and planning how to divide your time between specific activities.

Application:

- Planning the activities and segregation roles as per the time
- Track the ongoing activities on an hourly basis
- Delegating the tasks as per the skills



Note Taking Skill:

It refers to taking down communications, instructions and observations confidently by using shorthand symbols, abbreviations, keywords and organizing the notes categorically.

Application:

Use note-taking software in the tab for quick recording

Organising the notes as per numbers and headings

Keeping separate tabs for constructive feedback and suggestions

Coordinating the customer instruction with the management to achieve the targeted task

CV

- CV, also known as Curriculum Vitae, is a written form of an overview of an individual's work life.
- **Importance:**
 - ✓ CV is always in the aim to impress the recruiters in the first hand
 - ✓ The CVs are the only source of communication with the company.

COVER LETTER

- A cover letter is a particular letter format, which is an introduction of the individual along with another document such as a resume and CV.
- **Importance:**
 - ✓ to interest the recruiter to read the further resume or CV



Personal development plan

Development objective	Priority	Required and undertaken Activities
Public speaking	High	I must have confidence for communication and attend soft skill training
Paraphrasing	High	Being a front-end executive, I must be able to paraphrase all the instructions and new updates to the customers regularly

Conclusion

- CV and cover letter are first-hand communication channels with the employer of the prospective company.
- SWOT analysis helps to understand the market environment of the organisation.
- Personality Development Plan is the method of making an action plan that is based on values, awareness and goal-setting.

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THANK

YOU