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Course: Academic and Employability Skills

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Overview

- SWOT Analysis
- Time Management
- Note taking
- Personal plan development
- Conclusion
- References

SWOT Analysis

SWOT Analysis is known as 4-steps strategy outgrowth performance.

Strengths	Weaknesses
• Time Management	• Public Speaking
• Note-Taking	• Analytical Skills
• Reflection	• Academic Writing
• CV writing	• Technical Skills

Time Management

Time management is having confidence on how you spend your time and make decisions about the way you use it.

- One of my strengths managing time as Transport Assistant has helped me to complete my tasks in short time
- Planning ahead and adapt new strategy help me meet my deadlines
- Always use a To-Do-List making the best use of time

Note-taking

Note-taking is the action of writing down or recording main points of information.

- Increase my focus and helps remember information
- Help me organize my material with the key pointes noted
- Taking notes lead to less stress when pointing out the main ideas

Personal Development Plan (PDP)

To be successful in my intended career as Transport Team Manager I have develop a Personal Development Plan

- I would seek guidance of my mentor from the University to improve analytical and technical skills.
- In order to improve public speaking I will make regular presentation in front of a group.
- I can develop confident in academic writing by write regularly and ask for feedback from Team Managers

Conclusion

- Indicated all the knowledge and skills for intended career
- I have built a personal development plan to improve my weakness
- Target date 2nd June, within the schedule, I would overcome my weakness effectively

References

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