

Academic and employability skills

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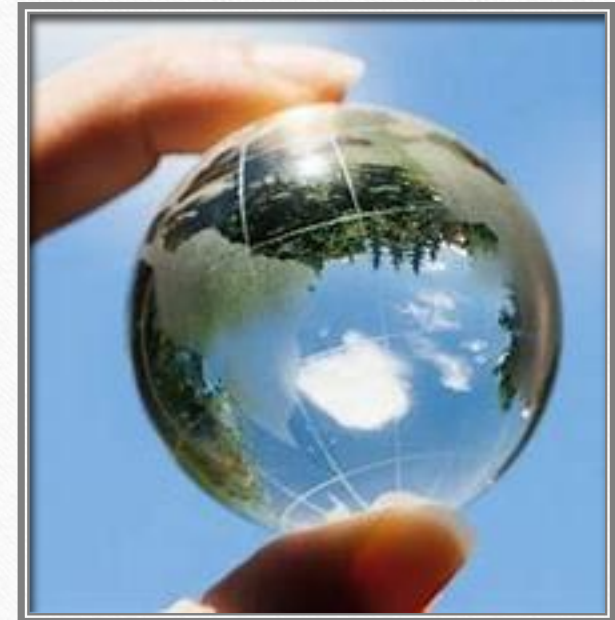
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Overview

- SWOT analysis
- What is time management
- Note- taking / why is it important
- PDP- Personal development plan
- Definition of a CV and cover letter
- References
- Conclusion



SWOT analysis



❖ Strengths

- Paragraphing
- Referencing
- Note-taking skill

❖ Weaknesses

- Time management
- Public speaking
- Communication

Time management

➤ Time management is,

- The ability to use your time effectively or productively, especially at work.
- It is a process of organizing and planning how to divide your time between activities.
- Good time management helps you to work smarter not harder even when time is tight and pressures are high.
- Failing to manage your time damages your effectiveness and causes stress. (Mindtools.com)
- The 80/20 rule is also known as the pareto principle it is a very helpful theory for time management.

	Urgent	Not Urgent
Important	Crying baby Kitchen fire Some calls	Exercise Vocation Planning
Not Important	Interruptions Distractions Other calls	Trivia Busy work Time wasters

Note-taking skill



Note-taking importance is an ability to have, successful listening, clear writing, and organized outlines (Group Ltd/leaf group education 2020)



By taking notes, students are actively involved in the learning process therefore giving it a purpose and increasing productivity. (Linked in © 2020)



Note taking is important also for me as I work as a Security, I need to take note to who is coming in and make sure everyone is legally aloud to come in the pub no underaged and I need to take note to make sure it's when is my shift.

PDP- Personal development plan



Time management – I will learn to be more organized and to take notes more often so that I successfully manage my time.



Communication – I will speak more often to have better communication skills.



Public speaking – I will try and learn to speak more openly and publicly to have better public speaking skills.

Definition of CV and Cover letter

➤ CV

- A CV is a written overview of your skills, education, and work experience.
- The most common reason for a CV is to send to prospective employers when looking for a new job. (COPYRIGHT © reed.co.uk 2021)
- It shows first impression.
- It should also highlight your abilities

➤ Cover letter

- *A good written cover letter is the perfect way to set yourself apart and help sell your application for the job you are Applying for. (reed.co.uk 2021)*
- *it should include your name , phone number, Email address.*
- *It should show your employers name*

My reference list

- *Group Ltd/ leaf group education 2021*
- *Linked in © 2021*
- *Mindtools. 2020*
- *www.reed.co.uk/career-advice/what-is-a-cv/*



Conclusion

- *In this presentation I have written you my SWOT analysis and given you information and explained what time management and note-taking skills and given my PDP-Personal development plan and also written down a definition on a CV and Cover letter and wrote down my references in a alphabeting order and last, I have written my conclusion and I have written my report .*

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