

My Employability Skills and Personal Reflection

Student's Name: Ana Paula Mondenez

Student Number: 2132962

Module Name: Academic and Employability Skills
(BMSW4001,LCHS4001_LON)

Professor Name: Sylvia Hoffmann

University Wales Trinity Saint David

Introduction

- Employability skills are highly sought by employees as they form the foundation for achieving professional success in any given field.
- Every organization has specific skills aligned to their objectives that they look for in employees.
- This presentation critically analyses my employable abilities in furthering my career at Essential Oils doTERRA
- I utilize SWOT analysis and PDP to examine my strength and weakness



Field of Profession

- Currently I am advancing my career profession at Essential Oils doTERRA company.
- The doTERRA is a fourteen year old essential oil company.
- The company has a direct selling approach where distributors work with consumers compared to mass marketing(Chase et al., 2018).
- The marketing approach best support personal encounters with essential oils.
- The corporation has utilised my marketability skills to boost output and advance organizational objectives (Durrani and Tariq, 2020).

My Current Skills

- **Adaptability;** I can alter myself directly from within, enabling me to thrive in any environment by helping company clients receive effective oils to support them.
- **Problem-Solving Skills;** The capacity to think creatively and find solutions to challenges has been crucial for my development at the company
- **Effective Communication Skills;** Whenever I communicate with my co-workers and customers, I ensure the information I provide is unambiguous, accurate, comprehensive, and concise. I also try to show compassion.

Cont.

- **Leadership Skills;** My leadership qualities drive other employees to work hard to receive money and non-financial incentives and ensure that the work is completed effectively.
- doTERRA Oil Company would not be where it is now without the leadership I bring to the table(Gravells, 2020).
- I do influence people's behaviors so that they freely and joyfully work towards attaining the goals set for the company.

Employability skills I need to develop

- **Time Management Skills;** My primary focus for expanding my professional field is improving my time management abilities, which is also employability skills
- **Collaboration Skills;** Making sure that everyone on the team is pulling in the same direction and working together is one of the most important is critical for our goals (Overtok,2019).
- These skills are necessary because teamwork is required in most working contexts (Hendrawan and Daryanto, 2019)

My PDP Plan

What is to be done	Development Plan	What is needed for achievement	Time frame
Development of collaboration skills	Focusing on developing collaboration and teamwork for possible effective team management and increasing company productivity. The ability to successfully collaborate toward a common objective with others is enabled by employees who possess the skill of collaboration	I need sufficient training and the development of employable skills. In addition, it would be necessary to seek direction from the instructor and use the lecture notes available on the internet and in the classroom.	One Week

Cont.

Development of time management skills	Formulating a detailed plan and maintaining attention to it throughout the process is necessary to enhance one's capacity to manage time effectively. It is important to avoid any conflicts of interest, which might slow down the process of one's goals being accomplished.	Improvement of my management abilities through the acquisition of employable abilities and training that is suitable in scope. Furthermore, I will need support from the professor and class notes that can be accessed online or at the physical location where the lectures are being held.	One week seminar
Improving communication skills	To improve my competency in communication and interpersonal skills that I already have to enhance my success in my professional field and at the doTERRA Oil company.	I need sufficient training and the development of employable skills. In addition, it would be necessary to seek direction from the instructor and use the lecture notes available on the internet and in the actual classroom	One week

Cont.

STRENGTHS • Technological competencies • Effective organising capabilities skills • Effective marketing leader • Proper negotiation skills	WEAKNESSES • Insufficient prior experience necessary for employment • Incapability to market successfully in any way to increase sales • Impatience of various issues
OPPORTUNITIES • Enough training opportunities on employability skills • Employable opportunities to enhance skills • Availability of capital resources for career development • Support and guidance from the instructors	THREATS • Inconsistency in the employment opportunities available for me to advance my career • Strong rivalry in my particular area of professional expertise • Downsizing of the company • Poor management

Conclusion

- Organizations need individuals with employability skills if they get them on board and have any hope of achieving their goals
- Improvement and growth in productivity at many businesses can be attributed to the development of skills
- Through the SWOT analysis methods, I have analysed the positive and negative external and internal factors that impact my professional progress.
- I needed a solid personal development strategy to help me take the right steps toward increasing my employability

References

- Chase, J., Topp, R., Smith, C., Cohen, M., Fahrenwald, N., Zerwic, J., Benefield, L., Anderson, C. and Conn, V., (2018). Time Management Strategies for Research Productivity. *Western Journal of Nursing Research*, 35(2), pp.155-176.
- Durrani, N. and Tariq, V., (2020). The role of numeracy skills in graduate employability. *Education + training*, 54(5), pp.419-434.
- Gravells, A., (2020.) *Delivering employability skills in the lifelong learning sector*. 4th ed. Exeter: Learning Matters, pp.447-476
- Hind, D. and Moss, S., (2017). *Employability skills*. 6th ed. Houghton le spring: Business Education Publishers, pp.129-147.
- Kalandia, A., (2022). Key Employability Skills. *GEORGIAN SCIENTISTS*.
- Menz, M., (2020). Integrating academic skills and employability - revisiting the learning journal. *Journal of Perspectives in Applied Academic Practice*, 8(1), pp.115-120.
- Overtoom, C., (2019). *Employability skills*. 3rd ed. Columbus, OH: ERIC Clearinghouse on Adult, Career, and Vocational Education, Center on Education and Training for Employment, College of Education, the Ohio State University, pp.330-357.

THANK YOU