

Academic and Employability Skills Presentation

BMSW4001

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Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
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Introduction

- Where do you see yourself in the future? – a question I have been asked in every stage of my life.
- Attending university opens up new horizons, new perspectives. You learn to plan your career, your future, using the proper tools.
- I have decided I wanted to be an entrepreneur in an industry I have knowledge and experience in- construction cleaning.
- I will be using SWAT Analysis to determine my strengths, weaknesses, opportunities and threats as an entrepreneur.

SWOT



Image source: <http://www.parkhurst-consulting.com/swot-analysis/>



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SWOT

Strengths

- Work experience – 8 years
- Technical expertise
 - Health and Safety protocols (Risk Assessments and Method Statements which need to be site specific, Hazardous substances COSHH, Accidents and First Aid, Fire Prevention and Control)
 - Specialist cleaning machinery and cleaning equipment
 - Qualifications needed on site
 - Costs involved
- Good networking contacts –contractors, suppliers, cleaners
- Being competitive
- Not being afraid to take a chance

SWOT

Weaknesses

- Limited education
- Negative personality
- Weak interpersonal skills
- No sales skills
- Lack of diplomacy

Opportunities

- My biggest opportunity is continuing my studies and this itself will open up further opportunities.
- For the business - emerging need for this type of services
- Small business at the beginning bringing in flexibility.
- Other party willing to invest

SWOT

Threats

- COVID-19 leading to layoffs, closures, safety concerns, morale and mental health
- Brexit effects – VAT rules for imports and exports, manpower shortage
- Competition
- Sacrificing private capital

Time Management

In order to keep everything running smoothly, effective time management is crucial for entrepreneurs. They are responsible for every aspect of the business so they need to allocate the right amount of time to the right task.

In the Entrepreneur Handbook (2019) there are presented a few techniques to help get on the top of the workload:

- Web-based tools for rota management and time scheduling
- Prioritising and making an achievable weekly task list
- The art of delegation
- Task management software
- Communication improvement (sitting down as a team in weekly meetings)
- Eliminate as many distractions and interruptions as possible
- Just say no!

Time Management

Three of the most used management tools in Time Management are

1) The Eisenhower Method

Time Management: The Eisenhower Method

Name(s): _____

	URGENT	NOT URGENT
IMPORTANT	<i>These activities usually get done.</i>	<i>These activities are high impact. Make them a priority.</i>
NOT IMPORTANT	<i>These activities are deceptive – don't confuse urgent & important. Minimize these.</i>	<i>These activities are usually a waste of time. Avoid them.</i>



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Time Management

- 2) Pareto 80-20 rule states that 80 % of results will come from 20 % of your effort. It helps seeing the big picture and how unevenly impacts can be distributed (Spica, 2020)
- 3) Pomodoro technique -work slots of 25-30 minutes with 2-3 minutes breaks between (Forbes, 2020)

Academic Writing

Grammar and correct writing learnt during the ACE module are crucial, but I will try to avoid the academic formal style in business writing. I will be using shorter sentences and a direct, clear and concise language in the emails, proposals and documents. Summarizing will be useful to apply in this case.

Presentation/ Public Speaking

- As an entrepreneur, I will be expected to effectively engage the audience in meetings and group discussions in order to manage the staff and interact with clients. If the business becomes successful, there are also conferences and media opportunities where the public speaking is involved.

Cover Letters and CVs

- I gained knowledge about CVs and Cover letters so I will be able to assess the job applications my company will receive and to shortlist them for interviews.

Conclusion

In Academic and Employability Skills classes I became aware of the skills I possess and I learnt how to improve them and how to apply them in real life in order to progress. Together with the new skills gained, they are vital to success in my future career.

References

1. Casandra Campbell “34 Time Management Tips for Busy Entrepreneurs” Aug 28, 2017
2. Entrepreneur Handbook (2019) ‘7 proven time management tips for busy managers’.
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