

*CertHe Skills for the Workplace*  
*Academic and Employability Skills*  
*BMSW4001\_LON*

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# *OVERVIEW*

❖ ***My intended career:***  
Lawyer

❖ ***Swot analysis:***  
Communication  
Time Management  
Problem Solving

❖ ***Personal Development Plan***

❖ ***Conclusion***

❖ ***References***

# *MY INTENDED CAREER*

## Law/Lawyer

### **Responsibilities as a lawyer:**

- Attending court hearings
- Present and summarise cases to judges and juries
- Drawing up contracts and other legal documents.

### **Skills needed:**

- Teamwork
- Communication
  - Writing
- Time management

*SWOT  
ANALYSIS*

*STRENGTHS*

Communication  
Time Management  
Problem Solving

*WEAKNESSES*

Self-criticism  
Procrastinating  
Stubborn

*OPPORTUNITIES*

More informations  
Be organised  
Better Job

*THREATS*

Frustration  
Anxiety  
Rejecting others idea

## *Analysis of skills*

### **Communication**

- Capable of Building Relationships Easily,
- Confidence speaker,
- Clear when explaining something.

## **Time Management**

- Increase confidence,
- Focus one task at a time,
- Limit distractions and interruptions,
- Do a better job.

## **Problem Solving**

- Innovative and creative thinking,
- Helps on how to examine the possible solutions,
- Make a good decision.

# *Personal Development Plan*

| What do I want to do better? | How can I improve?                                                                                                   |
|------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Self-criticism               | Treat myself like i would treat a good friend<br><br>Pay attention to my thoughts                                    |
| Procrastinating              | Break down the task and give myself a short deadline for each part.<br><br>Implement my plan and monitor my progress |
| Stubborn                     | Work on my listening skills<br><br>Listen what people have to say                                                    |

# *CONCLUSION*

***Improving my weaknesses will help me to:***

- Understand the importance of spotting a problem so it can be planed and improved in an easy way,
  - To be more confident,
- Have better jobs opportunities,
  - Improve my earnings.

# REFERENCES



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