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Module code: BMSW₄₀₀₁

**Assignment title: Academic And
Employability Skills**

Lecture: Anita Nan

Presentation's overview

- Career
- SWOT analysis :
 - 1. Strengths
 - 2. Weaknesses
 - 3. Opportunities
 - 4. Threats
- Analysis of skills
- PDP plan
- Weaknesses improvement
- Conclusions
- References



My intended career is to become a business manager in a beauty industry

- Business maintenance: time management skills
- To be a good leader: problem solving skills
- Division of labour: communication skills

SWOT analysis

Strengths	Weaknesses	Opportunities	Threats
Dedicated to the job	Inadequate English skills	Soft skill advancement	Health issue
Soft skills	Time management	Personal capabilities development	Fluctuate market
Leadership style	I am over worker	Awareness regarding the culture	Changes in the technology
Responsibility		Improve verbal communication skills	
Creative and eager about learning new things			

Analysis of skills

- Time management skills : division of labor
- Problem solving skills : to make everyone happy
- Teamwork skills :
- Soft skills : behaviors , attitude and values

Personal development plan

- Determining a goal in the quality of customer service
- Acknowledge the areas that require improvement
- Develop the action plan accordingly
- To pursue continues professional developments
- To involve myself with the team

Conclusion

- I will improve inadequate English skills by studying and attending English courses.
- I will learn time management skills. I will use Eisenhower method to introduce a priority work list for duties
- I will focus how much time I am spending on each work. I will track every waking hour to avoid non-work related things to save time



References

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