



Individual Presentation

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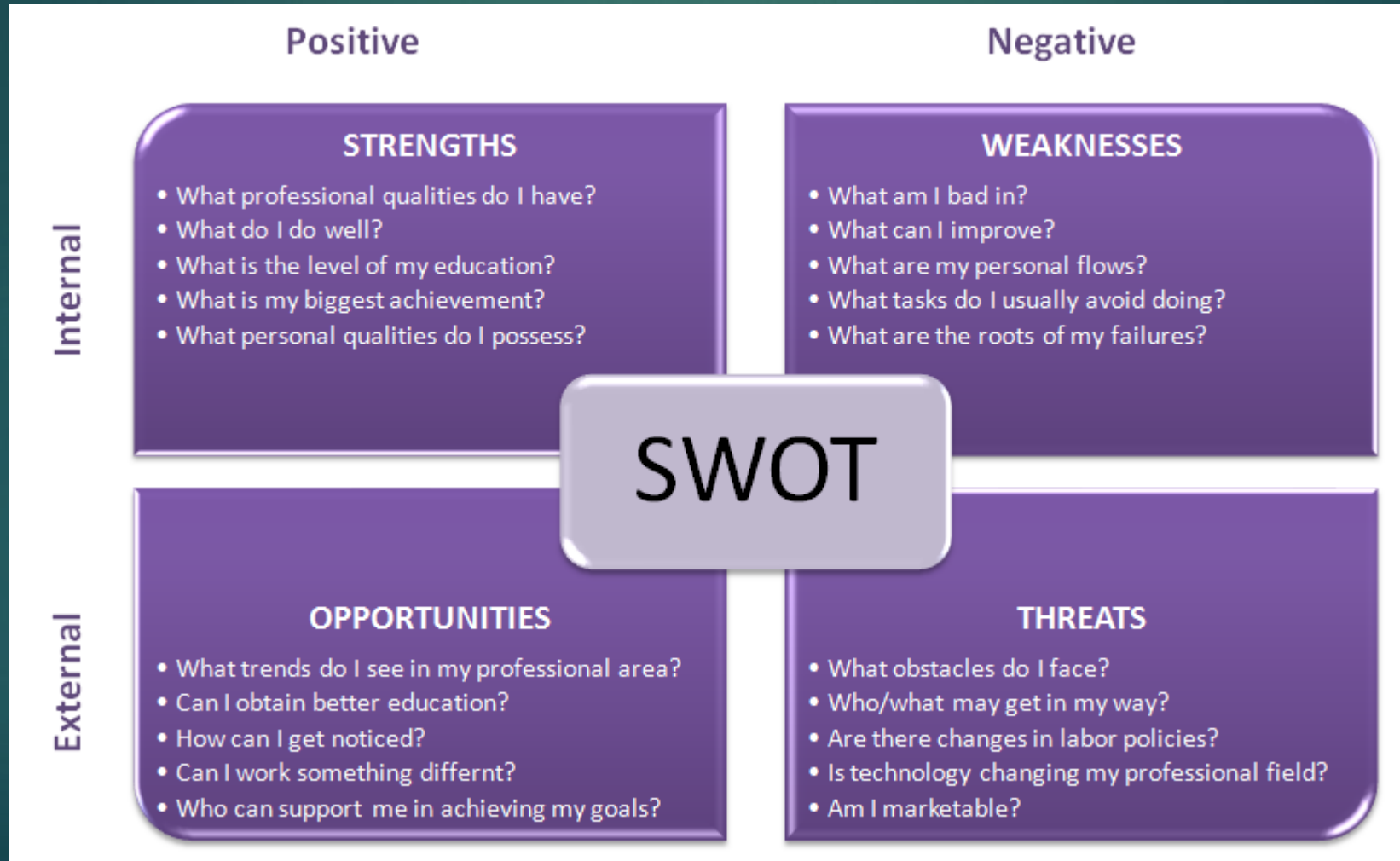
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Introduction

- ▶ The learning of the employability skills and academic skills (Cottrell, 2010).
- ▶ This presentation is about the academic skills and employability skills.
- ▶ Different learning process in class have been demonstrated with this presentation.

SWOT analysis



Own SWOT analysis

Strengths:

- Communication skill
- Presentation skill
- Time management skill
- Academic writing skill
- CV & cover letter writing.

Weakness:

- IT skills
- Managerial skills
- Experience of practical skill
- Leadership skills

Opportunities:

- Potential growth of career
- Learning scope
- Learning from internship
- Perfect planning for career.

Threats:

- Competitive profession
- More critical skills to learn
- Time consuming

Time management tools

- ▶ There are different tools and strategies to manage time and accomplish goals within limited time.
- ▶ Time management tools are used to develop the capability to utilize limited time and accomplish goals (Arnold and Boggs, 2011).
- ▶ For my own professional field, I have been using the time management tools like managing time using alarm, schedule, using the software toggle, and Score.

Time management tools and implication in my own perspective

- ▶ I have planned for the use of scheduling process to list all my activities and their denoted time.
- ▶ This will allow me to accomplish the goals within the time.
- ▶ Regular time chart will remind me about the tasks and their related time.
- ▶ The priority of work makes me efficient in doing the tasks that first that is important for me.
- ▶ The alarming process, time maintenance tools and software are also helpful in this regard.

Professional development plan

- ▶ The personal development plan for professional growth is implied with the plan for the achievement of the skills that are required for the development of professionals performance.
- ▶ The actions and activities are to be planned properly for implication.

OWN professional development plan

Field of development	Action plan	Requirements	Timeframe
Time management	To practice more tasks within limited time.	Involving in internship program to observe other professionals.	Before starting profession.
Academic writing	To concentrate on class and learning session.	To involve in more writing process.	Till the completion of graduation.
CV & Cover letter	To apply in jobs by writing own CV and cover letter.	To learn from tutor about efficient writing.	Before getting job.
Leadership skill	To lead the organization in profession I would require to develop leadership.	To get involved in more group activities.	2 years of professionals practice.
Managerial skill	To learn about the managerial skills with more practice.	To get involved in managerial training center.	8 months of training.
IT skill	To get a laptop or computer to practice IT skills.	To get involved in IT training center.	6 months of training.

Advice from recruitment agencies

- ▶ To develop interpersonal skills
- ▶ To build professional attitude.
- ▶ To enhance communication and collaboration skill (Arthur, 2001).
- ▶ Focusing on IT skills
- ▶ Problem solving skill
- ▶ Multitasking skills
- ▶ Time management skills
- ▶ Team working skills.

Conclusion

- ▶ I have presented professionals development plan based on my own situation.
- ▶ I have demonstrated own strengths and weakness factors with SWOT analysis.
- ▶ The suggestions from recruitment agencies have also been provided in this presentation.

References

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