

ACADEMIC AND EMPLOYABILITY SKILLS

The background of the slide features a stylized illustration on a brownish-orange background. It depicts several figures in business attire running along a path that is marked by a series of interconnected nodes and lines, resembling a network or a process flow. Various icons are scattered around the path, including a lightbulb, gears, a speech bubble, and a magnifying glass. On the right side, a large hand is shown holding a yellow pencil, poised to write on a piece of paper. The overall theme is one of progress, learning, and skill development.

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BMSW4001 - Academic and employability skills

Presentation slides

TABLE OF CONTENTS

introduction

Employability skills

- Academic skills- SWOT
- Time management skills- PDP

**Team organization-
company organization**

- Money management- How to negotiate

**Work under pressure-
problem solving**

- References

INTRODUCTION

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- who I am?
 - Which job I would like to apply in the future.
 - Analyse my skills.
 - Explain my skills.
 - Tell you how I get this skills.



EMPLOYABILITY SKILLS



EMPLOYABILITY SKILLS: ARE THE NECESSARY TRAITS TO BE ABLE TO CARRY OUT ANY JOB FOR EXAMPLE: COMMUNICATION SKILLS, ORGANIZATION SKILLS, PROFESSIONAL SKILLS, WORK UNDER PRESSURE SKILLS, PROBLEM SOLVING, ORGANIZATIONAL SKILLS, COMPUTER SKILLS ETC ...

Communication skills: it is the ability to express yourself well and understand the people

- Organization skills: its the ability to manage your time, your energy and your effort, also it's the capacity to organize and prioritize tasks.

TEAM ORGANIZATION / COMPANY ORGANIZATION



Team organization skills: are the skills that allow you to work and perform at your best within an organized group, such as; communication skills, **conflict resolution**, Decision-making, **problem-solving**.

- **Company organization skills:** it is the ability to know how to run a company effectively, for example: accounting, Schedule etc...



WORK UNDER PRESSURE AND PROBLEM SOLVING

- **WORK UNDER PRESSURE:** it is the capacity to perform at your best even with a lot of work. Advance keep calm and organize tasks by importance

- **Problem solving:** it is the capacity to locate where the problem come from and find the solution. Advance focus on the problems one by one.

ACADEMIC SKILLS

- Academic skills: are the skills developed in schools, colleges, universities or by yourself for example: reading, writing or solving mathematical problems.

- SWOT Analysis: is an acronym for STRENGTH WEAKNESS OPPORTUNITY THREATS. It is a technique created by Albert Humphry in the 60s and 70s for companies. This technique consists of collecting data to analyze them and find the weaknesses and strengths of a company and with that information to be able to find opportunities and threats, for example: a restaurant has had bad reviews. To solve this problem you can do a slope on the dishes, service, speed and atmosphere and analyze that data to find the best solution.

TIME MANAGEMENT SKILLS - PDP

- Time management skills It is the ability to organize your time efficiently to perform different activities such as sleeping, studying, working or hobbies with the best possible balance. There are techniques that can help you, such as creating a daily or weekly task list and organizing tasks according to their importance and the time needed to do it.

- **PDP**: It means PERSONAL DEVELOPMENT PLAN. It is a tool that combines approach, ideas and techniques used by anyone for personal or work development. This technique can help you increase your confidence in yourself, increase your credibility and your effectiveness in achieving new goals. To develop this skill there are three key points that you have to know:
- "It's only yours, not anyone else"; You have to understand that your personal and work development is only your responsibility, no one else can help you, you have to commit to yourself and give the best of yourself for your development.

"It is forever" must understand that your development is a life-long process, only then can you always be growing and looking for new goals.

"It is variable" you have to understand that PDP changes according to your goals so you have to perform different techniques for different goals.

MONEY MANAGEMENT - HOW TO NEGOTIATE

- **Money management**: It is the ability to organize your money in an organized way. I use the 50.30.20 rule that tries to organize your expenses according to priorities.
- 50% mains expenses: bills, food, drink, electricity or internet.
- 30% personal expenses: clothes, phone, restaurant or parties.
- 20% savings: used to save or invest.

- **HOW TO NEGOTIATE** :It is the ability to find the best option for you to buy, but negotiating is not only part of business but also part of our daily lives. To negotiate, you first have to know what type of person you are negotiating with. There are three types of people:
- **ACCOMMODATOR**: He is a friendly person who does not want problems with anyone.
- **ANALYST**: is a type of person who needs a lot of data to make a decision
- **ASSET**: He is a more serious type of person, who only seeks his benefit.



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