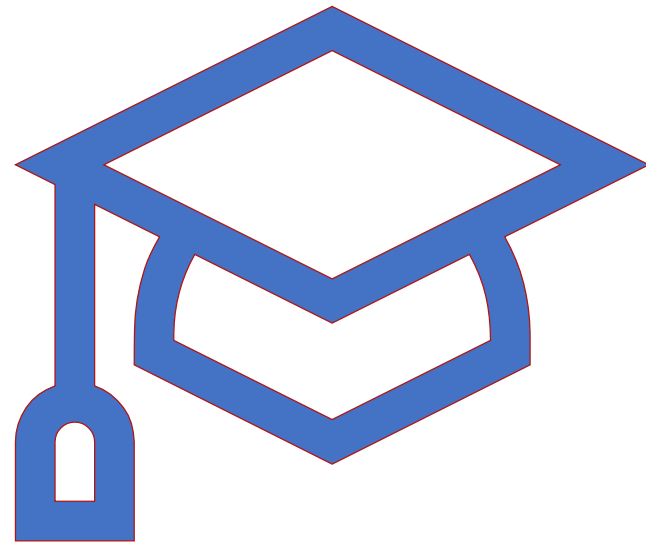


Academic and Employability skills (bmsw4001)

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OVERVIEW

- ▶ Introduction
- ▶ SWOT Analysis
- ▶ Time management
- ▶ CV writing
- ▶ Cover Letter writing
- ▶ Personal Development Plan (PDP)
- ▶ Conclusion
- ▶ Reference

Introduction

- The aim of this presentation is to improve my knowledge and understand the main skills of Academic and Employability skills which I may be required to have at my workplace or career.
- To identify my strengths and weaknesses



Strengths

- **Time Management**

Time management is the practice of managing and actively managing the time spent on specific tasks , specifically in order to maximize performance.

John Dudovskiy February 23 (2013)
mindtools.com

- **Note taking**

Note taking is the method of recording data from multiple sources and platforms. Taking notes will help you to recall information that would otherwise be lost. Note-taking is a powerful method to communication in a way of summarising and retain the main points.

Alvarez, P. Jr. (2008)
www.skillsyouneed.com

Weaknesses

- Summarising

Summarising is an essential skill , it helps you to take from a text the most relevant points and rewrite them in a condensed way , basically in your own words showing that you understood the original text.

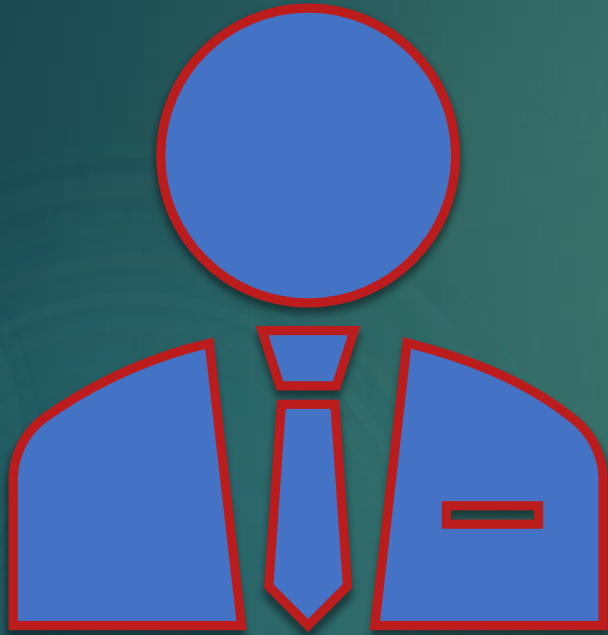
*Martin, J.S. and Chaney, L.H. (2006)
thefreedictionary.com*

- Paraphrasing

Paraphrasing is the skill helps you to write the information without plagiarizing, a restatement or rewording of a paragraph when required. When writing academic articles , essays or any long text , paraphrasing is an effective method to use.

Amber Rolfe (2020) reed.co.uk

CV writing



- CV writing is an essential part of any job search, not to mention a great way to put all of your skills, experience, and qualifications in one place. In fact, a well written CV could be the difference between getting an interview and not being considered for the role.

*Ralph W.
Steen Library (2019) cambrige.org*



A cover letter is a text added to your work application that shows why you're the right candidate is also known by the letter of motivation. It builds on the qualifications and accomplishments, and highlights a collection of your greatest career



For me as a Chef I think the Cover letter helps me to show a clear link between my knowledge, experience and abilities and the needs of the employer. But I think it is more important to show that I can manage any situations, showing my experience and skills is more important than just write them down.

Cover Letter

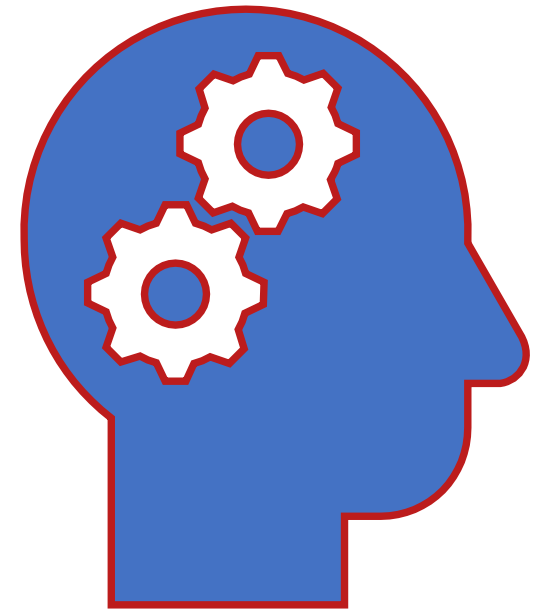
Personal Development Plan

- ▶ Giving myself deadlines for revisions will help me to improve my weaknesses. Summarising and Paraphrasing first I need to do is to recognize and accept them. After that i need to turn my weaknesses in strengths , if I am denying the weaknesses exists I will never achieve the skills I am looking for , so I am realist and go on learning to improve them . One way to improve the Summarising is to write down my ideas without looking at the original text , use synonyms or change the word order of sentence.



Conclusion

- ▶ To conclude, the Academic and Employability skills are the skills that turn me into a very attractive candidate or employee, very important for any job I will try to apply for. Once I will achieve them , my initiative , motivation and communication will improve so much. "The more I practice the more I learn"



References

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