

Academic and Employability Skills



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Presentation outline

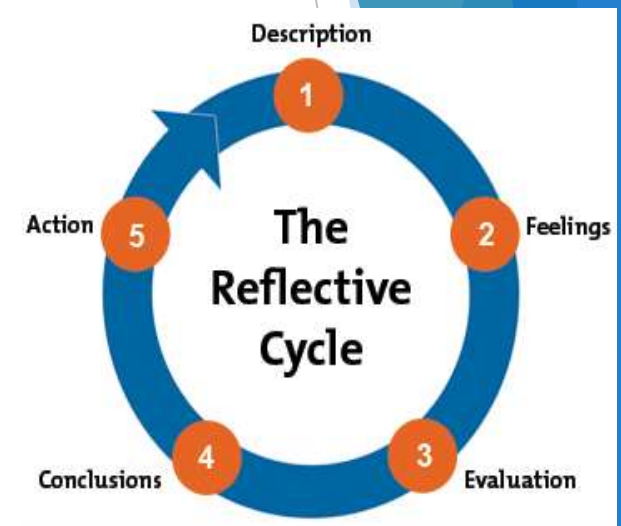
- ▶ Introduction
- ▶ Graham Gibb's reflective model
- ▶ Personal SWOT analysis
- ▶ Personal Development Plan
- ▶ Conclusion

Introduction

- ▶ In this presentation, I will evaluate my responsibility skills.
- ▶ I will use different PDP and SWOT analyses for evaluating my employability skills.

Graham Gibb's reflective model

- ▶ **Description:** Employability skill is a significant skill because it helps in getting the desired job at a reputed organization (van der Vleuten et al., 2019). Within this assessment, I demonstrated the importance of developing employability skills through evaluating specific circumstances (Häfner, Oberst and Stock, 2014).
- ▶ **Feelings:** My feeling toward developing employability skills as well as academic skills is divided. I felt that learning these skills is fundamental (Rimmer, 2018). For example, throughout the academic writing classes, I felt that for improving my academic skill, it is very important to understand grammar, vocabulary and also style (Kebriaei, SABAH and Saeedi, 2014).
- ▶ **Evaluation:** from this module, I have learnt so many things and even it helped me in expand my knowledge regarding how to communicate with people and also the significance of communication skills for working efficiently in the workplace (Lejeune, Beausaertn and Raemdonck, 2021).



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- ▶ **Analysis:** At the end of the module, I have learned strong communication and employment skill (Rimmer, 2018). I have also enhanced my critical thinking and academic writing skill. Now, I am able to work efficiently in the IT Company and also communicate with my colleagues efficiently (Lejeune, Beausaertn and Raemdonck, 2021).
- ▶ **Conclusion:** I have enhanced my time management skill as well as learned and also implemented my development plan for executing my routine activities (Mahmoodi-Shahrebabaki, 2015). These skills will support me and other students in the future working setting. After this module, I have become observant, effective as well as result oriented (Issayev, Masalimova and Magzumova, 2018).
- ▶ **Action plan:** I will strive to improve my employability skills, time management skills, academic writing skill as well as a critical thinking skill (Lejeune, Beausaertn and Raemdonck, 2021). For improving employability skills, I will learn an organizational skill because this skill helps in improving my career (Joyce and Jackson, 2021).

Personal SWOT analysis

STRENGTHS	OPPORTUNITIES
• Initiative and strong work ethic • Negotiation skill • Empathy • Creative thinking skill (Back, Tulsy and Arnold, 2020)	• Career opportunities in healthcare industry • Opportunity for assistant nursing administrators • Attractive wages • Great opportunity to develop new skills as well as gain effective experience • Effective career in nursing superintendent (Ghiasvand et al., 2017)
Weakness	Threats
• conflict management skill • Ethical and creative leadership skills • Adaptability • Attitude and confidence (Ghiasvand et al., 2017)	• Changing technology • Increased competitiveness in hiring talent

Personal Development Plan

Skills	How to develop skills	Time taken
1. Communication skill	- to improve my communication skill, I will read more books and news paper - I will also strive to learn new activities - I will focus on communicating more with other people - I will not rely on others - I will ask for feedback from my teachers friends and family	1. months
Time management skills	- I will adopt time management tool for managing my time accordingly - I will create a to do list to manage time efficiently - I will try to make an effective plan for my work	4. months
critical thinking	- I will strive to be more self aware - I will also try to improve active listening skill - I will ask questions from my others to improve my critical thinking skill - I will try to generate creative and new ideas	4. months
Employability skill	- I will take an online course - I will do some research on the industry where I want to work	4. months

Conclusion

- ▶ Employability skills are defined as the key skills as well as traits required in every job. These skills are the general skills, which make individuals desire the firm. Recruiting managers always seek workers with great employability skills.
- ▶ I will endeavour to enhance my employability skill through getting the degree of certification. I will also learn teamwork skills and communication skills.
- ▶ There are a few threats that can create pressure for me that can be changing technology and increased competitiveness in hiring talent.

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