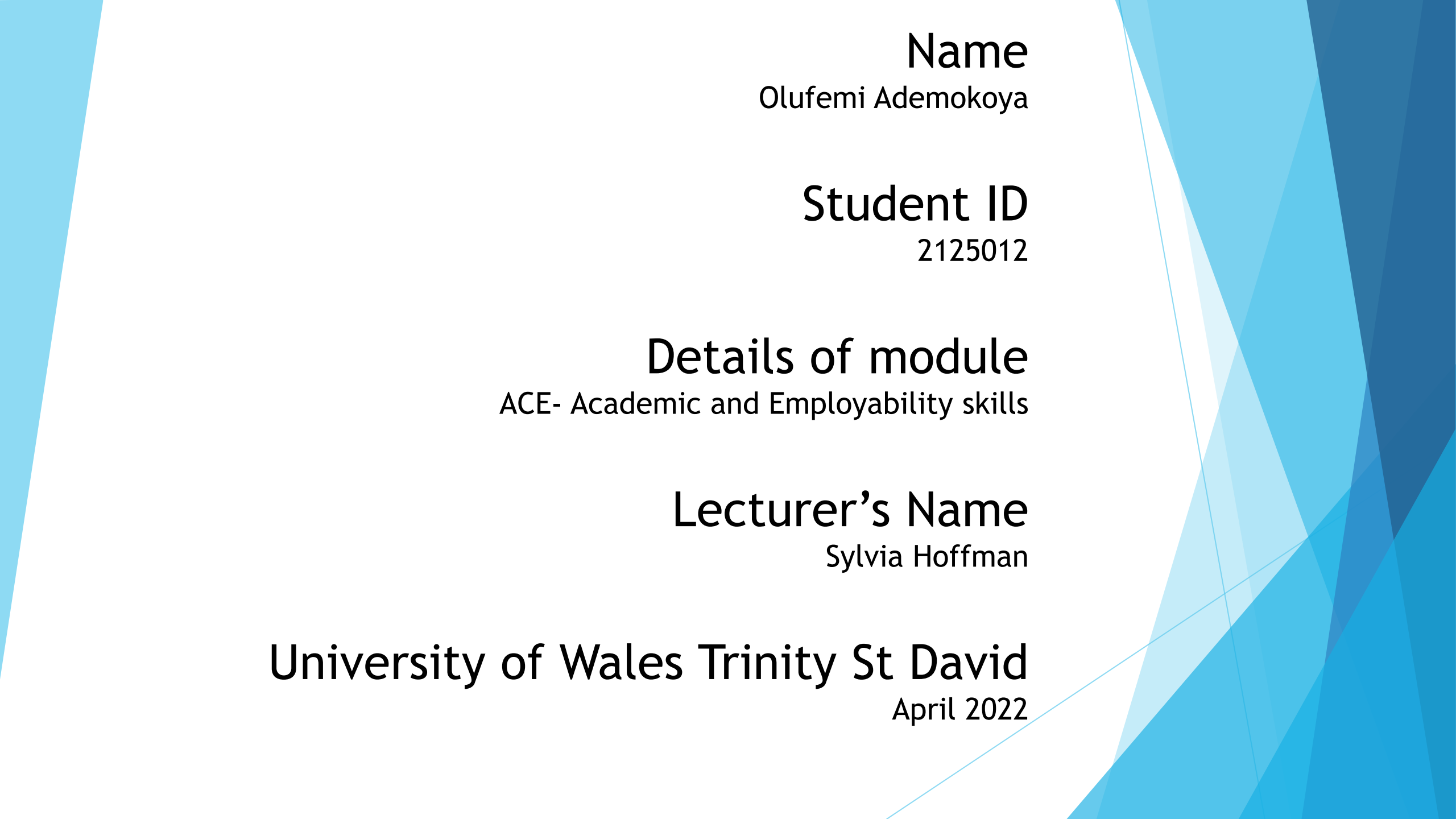


The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue, creating a modern, layered effect.

Name

Olufemi Ademokoya

Student ID

2125012

Details of module

ACE- Academic and Employability skills

Lecturer's Name

Sylvia Hoffman

University of Wales Trinity St David

April 2022

Introduction, What is Academic and Employability Skills

- ▶ Academic skills are the skills required by student to prepare themselves for work, university, and employment. (Clarkson et al.2020)
- ▶ Self improvement and being competent help people to shape their expectations and choices. Which strengthen the growth and skills they need to be a top pick for any organisations. (Blackledge,2021)

My intended future career

Site Manager (construction).

- ▶ A site manager is in charge of works on a building site, delegating tasks to people and making sure works are carried out in a safely manner on time and within the client's budget.

Skills Needed To Be a Good Site Manager.

Leadership skill, Managerial skills, Good initiative.

Knowledge of construction buildings, Time management skills.

Presentation skills, IT skills, As to be dependable, Innovative,

Be able to Interpret build drawings and Be reliable. (Team, 2022)

Skills I already have.

- ▶ An assessment of my personal development and employability shows that I have the following skills to help me succeed in my upcoming career.

Leadership skills, Am reliable, Managerial skills

IT skills, Presentation skills, Am dependable, Time management skills

Knowledge of construction building.

Skills I have that needs improving.

Presentation skills, IT skills, Being able to interpret build drawings,

Better Knowledge of construction building.

My SWOT Analysis

Strength

Leadership skills
Reliable
Team player
Am organised
Work Experience
In education

Weaknesses

IT skills
Not able to read build drawings

Opportunities

Able to be senior site manager
Able to attend workshop and
Loads of assistant from lecturers and
instructors
Vass networking platforms

Threats

Not knowing how to read drawings
Works or assignments that are due on
same day.

My Basic Time Management Principles.

- ▶ I make use of the main time management tools that enables me to analyse my employability skills such as, my intentions and priorities which allow me to look into things that can enhance my career in a better way.
- ▶ As suggested by Filippetti, Guy and Lammarino, in 2019 that the most useful aspect is the joint effort aspect that inspire creativity and promotes personal development. (Filippetti, Guy and lammarino, 2019)
- ▶ Using my efforts competently towards most important tasks.
- ▶ Using my efforts proficiently in order to maximise what is achieved by not wasting time and energy.
- ▶ Allowing time for planning and problem solving .
- ▶ Drawing up action logs.
- ▶ Having a to do list.

In conclusion my SMART goals are in my Personal Development Plan.

Task	Action Plan	Time Frame
I need to work on being better In organising my time in order to improve the quality of my work with suitable reference	I will study for 3 hours a day at least 4 times per week and begin to attend workshops to improve my referencing and understanding of plagiarism.	3-6 months
I would like to increase my public specking/presentation skills	I will use online resources and other facilities available to me to ensure that I have a firm grasp of presenting skills for the sake of employment and personal growth	3-6 months

My Reference List

Blackledge, J., 2021. Thoughts on the future of higher education in the UK: A personal view with a historical context. *Education Sciences*, 11(9), p.474.

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Filippetti, A., Guy, F. and Iammarino, S., 2019. Regional disparities in the effect of training on employment. *Regional Studies*, 53(2), pp.217-230.

Team, G., 2022. Construction Site Manager Job Description & Salary. [online] Go Construct. Available at: <<https://www.goconstruct.org/construction-careers/what-jobs-are-right-for-me/site-manager/>> [Accessed 7 April 2022].