

# BMSW4001

## ACADEMIC AND EMPLOYABILITY SKILLS



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# ACADEMIC AND EMPLOYABILITY SKILLS

**Introduction :** Academic skills are the skills we learn from schools and universities, for example, problem-solving, coherent speaking, problem analyzing, and writing Employment skills are transferrable skills useful to almost every job, for example, communication, teamwork, planning, self-management, initiative, leadership, etc.



## The presentation we will cover

- ✓ My academic and employability skills
- ✓ A SWOT analysis of my employment ability
- ✓ A personal development plan
- ✓ Time management tools

# MY CURRENT ACADEMIC SKILLS

**Academic  
Writing**

**Case  
Solving**

**Referencing**

# **MY CURRENT EMPLOYABILITY SKILLS**

**Critical Thinking**

**Communication**

**Team Work**

# SWOT ANALYSIS



## Strengths

Writing, Problem Solving Team Work,  
Communication, Critical Thinking, & Referencing

## Weakness

Time Management  
Public Specking

## Threats

Slow internet ,Time constrains  
No help from peers ,Low resources

## Opportunities

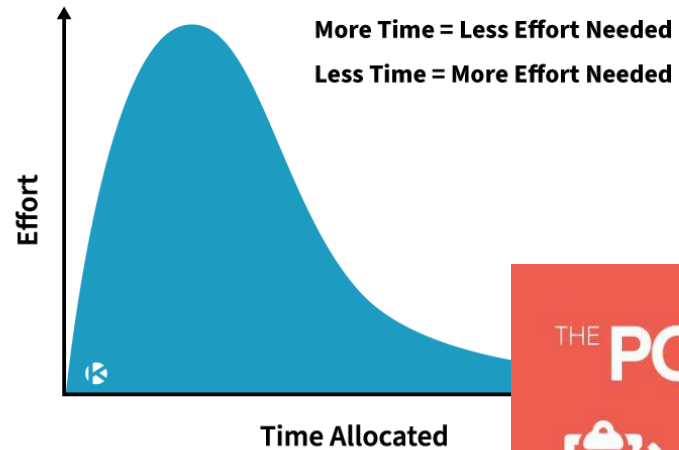
Hard Work  
Online Courses

# PERSONAL DEVELOPMENT PLAN

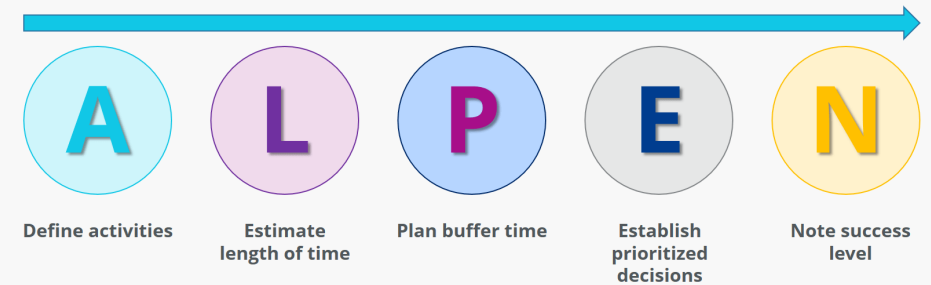
| My personal development targets?         | Short or long term target? | How will I achieve my targets? What activities do I need to undertake to achieve my objectives? What support do I need?          | Date of review             | Progress made towards target | Further action required                                                                         | Actual date of achieving target |
|------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Time Management</b>                   | Short term (3 months)      | During this period, I will take professional help and practice session to achieve success along support from instructors.        | After finishing the course | Completed                    | Practical use                                                                                   | 3 months                        |
| <b>Public Specking</b>                   | Short Term (1 months)      | I have to concentrate on vocal pitch ,posture and stay confident.                                                                | Still going                | Still Learning               | I will use the knowledge and eligibility at professional/ job setting                           | 1 months                        |
| <b>Content Writing</b>                   | Long term (2 years)        | I have to concentrate on my education, read good papers to enhance my knowledge                                                  | Half way                   | about to start               | The knowledge and capability from higher education will support me in my career and life ahead. | 2 years                         |
| <b>Attending English Language course</b> | Short Term (2 months)      | I will be able in finding my quality standard of writing. I will get support from my effort, teachers' assistance and hard work. | After finishing the course | Completed                    | My writing skill will be enhanced.                                                              | 2 month                         |

# TIME MANAGEMENT TOOLS

## Parkinson's Law



## Structure Your Workday Using The ALPEN Method



## THE POMODORO TECHNIQUE



**DECIDE**  
ON THE  
TASK TO  
BE DONE



**SET THE  
TIMER TO  
25 MINUTES**



**WORK ON  
THE TASK  
UNTIL THE  
TIMER RINGS**



**TAKE A  
SHORT  
5 MINUTE  
BREAK**



**TAKE A  
15-30  
MINUTE  
BREAK**

Daily Schedule

# CONCLUSION

- In conclusion, my academic and employability skills have increased. I got a chance to overcome my weaknesses by creating a personal development plan. The time management tools mentioned in my slide has also helped me tremendously. Evaluating my strengths and weaknesses has also been very eye-opening to me. I hope to be a great addition to my desired workplace.



# REFERENCE

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- Parkinson, N., 2013. *Parkinson's Law*. Illustrated ed. London: The Economist.
- Saterfield, T. & McLarty, J., 2009. *Assessing Employability Skills*. Settle ERIC Digest.
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**THANK  
YOU!**

A thick, orange, hand-painted brushstroke underline is positioned directly beneath the word "YOU!".