

Academic and Employability Skills

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Introduction

- Employability skill is important for students to develop.
- A personal SWOT analysis will be determined here to disclose factors of strengths and weaknesses.
- Several techniques of time management will be depicted followed by developing a personal development plan.
- The current approach and scenario of the retail industry in the UK will be interpreted.



(Ilag, 2021)

SWOT Analysis



(Dondi et al., 2021)

Strengths

- ▶ I have creativity and an innovative lookout over aspects.
- ▶ Better communication is one of my strengths.
- ▶ I am always intrigued to know the approaches of any work.

Weaknesses

- ▶ Several times I messed up all my work.
- ▶ Lack of time management is present in the factor of my weakness.

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Opportunities

- ▶ The problem-solving skills supports me to resolve employee conflicts.
- ▶ I have the opportunity to develop a strong budget plan.
- ▶ A sense of creativity assists me to develop effective solutions.

Threats

- ▶ A lack of critical analytical skills can hamper my process of business.
- ▶ Leading a team is another threat that can impact my career.



(Smith, 2021)



(Tor et al., 2021)

Time management tools

- ▶ Skill of time management can provide a positive effect on both study and work life.
- ▶ There are numerous time management tools and techniques present.

Use of a time planner

- ▶ A time planner is one of the foremost tools that help people to develop and plan time.
- ▶ Using this tool helps me to determine and distribute individual and group work.

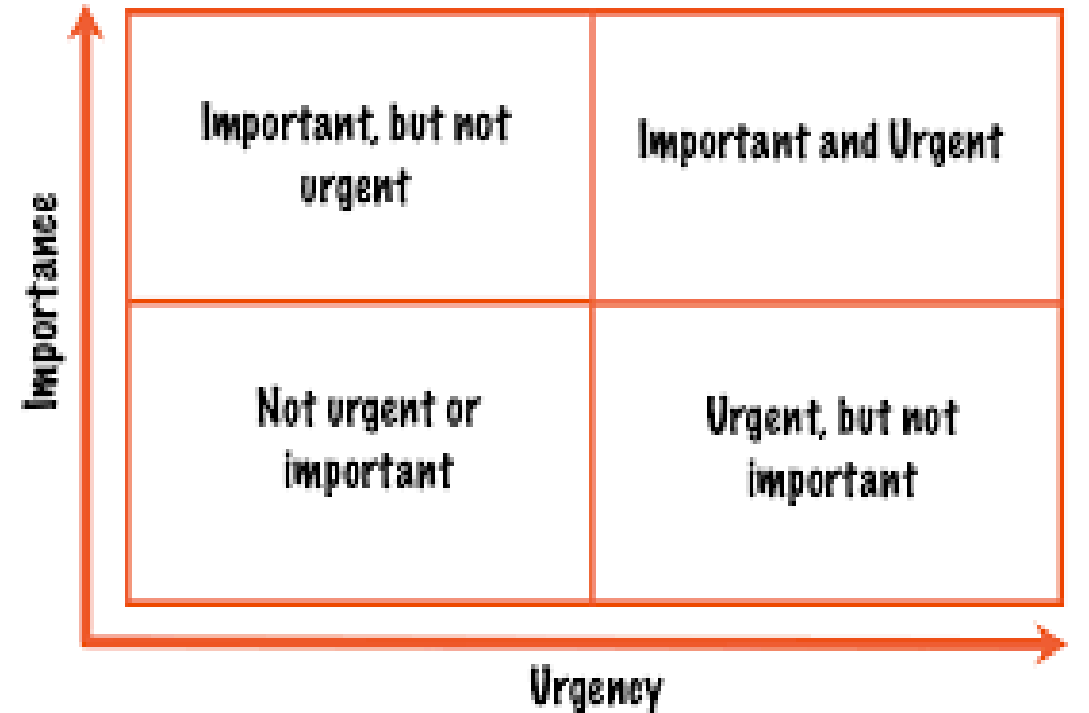
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Organise work by priority

- ▶ It helps individuals to evaluate which activities need more attention.
- ▶ It looks like a map that guides people to work effectively and efficiently.

Using the Task manager tool

- ▶ Using technological support is another aspect that people adopt in recent times.
- ▶ Distributing important activities to team support to mitigate the risk of conflicts.



(BRC, 2021)

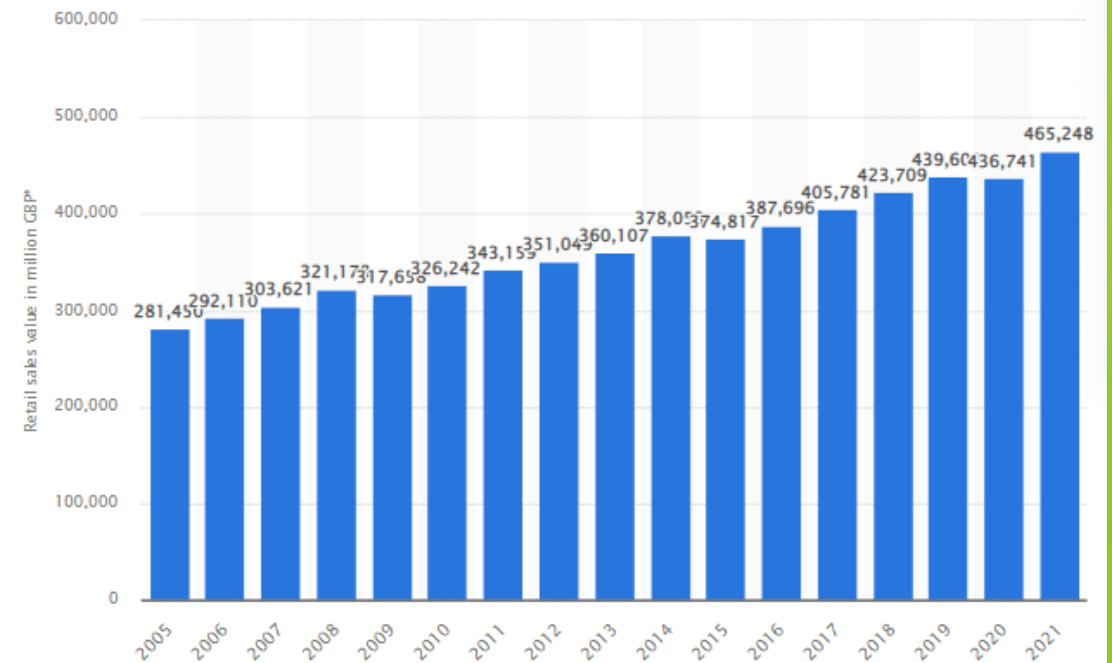
Personal Development Plan

Areas of implementation	Resources	Time required	Ways to achieve	Future implication
Communication skills	Online articles, interactions, books, and journals.	4 months	Effective communication with peers, educational guides, and others through debate, question-answer sessions, discussion, feedback and many more.	Defining several activities on the premises of the organisation helps to increase the communication approach. Implementing tasks like group work, weekly meetings, and feedback this skill can be tapped and enhanced within the firm in the retail sector.
Research skills	Books, journals, various websites, online articles and many more.	6 months	Gather basic knowledge of research work along with the importance of it any work (Alsaleh, 2020). Understand ways to incorporate research work and factors to be remembered in the process of it. Thus, take guidance from mentors regarding this skill.	With the help of all these ways to reach the skill of research and analysis can be implemented in future projects. It supports increasing the analysis process by acquiring better methods of research.
Time management skills	Use various Time management tools. Use time planner tools, activity management, and others. Reading books and blogs regarding methods to manage time. Online applications to make a time management plan.	5 months	Develop a strong time plan by dividing important activities. Set a deadline for increasing the workforce. Takes guidance from professionals and mentors to analyse work and manage process effectively time. Communicating with other team members helps to develop this skill through distributing all the activities. feedback provided by them.	Effective time management assists to accomplish and achieve bigger goals in the business (skillsyouneed, 2021). It effectively implements the organisational process by adequate time by developing a time plan support to enhance the employee productivity that inherently resulted in profitability.
Team leading skills	Online programme, blogs, books, websites and guidance from mentors.	7 months	Incorporating several team management activities to motivate the teams. Setting a clear goal and distributing responsibilities among them strengthen team-leading skills. Assigning people as leaders by providing additional support helps to achieve this skill (Dondi et al., 2021). Moreover, consulting with other team leaders and professionals in this aspect supports me to enhance this skill.	This skill can significantly support the organisation in the retail business to incorporate effective business. Following autocratic leadership helps to maintain and control the whole team to incorporate effective work in order to seek the expected outcomes of revenue.
Technological skills	Books, journals, and online websites that contain technological support and usage of it.	5 months	Read journals to understand the benefits of technologies in business. Follow the manual to gather information regarding this. Appropriate training regarding technology can be effective to enhance the skill (Ilag, 2021).	This skill can be implemented in future by providing guidance to employees regarding technological support. Incorporating AI and machine learning process helps to strengthen the operational process that supports into increase productivity and gaining more profits.

World of retail industry

Current scenario of the retail industry

- ▶ The retail industry of business consists of companies that mostly provide products and services.
- ▶ Retailers often sell products through various business channels, online stores, and shops.
- ▶ £421 billion is the current value of this industry in the UK market.
- ▶ Approximately 300,000 businesses consist in the industry of retail.



(Sabanoglu, 2022)

Contd...



(Dondi et al., 2021)

Opportunities for jobs in this sector

- ▶ A vast ground of opportunities is connected with the process of the retail industry.
- ▶ Employment opportunities associated with this sector are customer support, retail management, logistics, supply chain, marketing, and production.
- ▶ Approximately 355,000 job vacancies were there in the fourth phase of 2021.
- ▶ It increased by 90% in comparison with the previous year.

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Work culture in this industry

- ▶ The presence of work culture determines the operations of businesses.
- ▶ Positive work culture oversees the well-being of staff, offers additional benefits.
- ▶ Motivated employees due to such a culture resulted in job satisfaction, and performance enhancement.
- ▶ Leadership also plays a vital role in the establishment of a work culture.



(Tor et al., 2021)

Conclusion

- ▶ Employability skill plays a significant role in the way of conducting efficient organisational roles.
- ▶ A SWOT analysis of mine has been developed here.
- ▶ Several tools of time management have been determined.
- ▶ A PDP plan has been developed that defines I need 5 months to develop technical skills.



(BRC, 2021)

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