



ACADEMIC AND EMPLOYABILITY SKILLS

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Definition of Personal Plan Development?

The meaning of Personal Plan Development adopted by the Quality Assurance Agency (QAA 2001: 8) "is an organized and upheld process attempted by a person to ponder their learning execution or potential accomplishment to get ready for their own instructive and professional advancement".



The features of a Personal Plan Development

- **Where am I now?**

At present, I am a student.

- **What do I want to achieve in a short time?**

I want to successfully pass the assessments

- **What do I want to achieve in a long time?**

I want to achieve my Degree and after I want to have my own business in cleaning domain.

The features of a Personal Plan Development

**To manage my
own business, I will
need to develop
knowledge, abilities,
and skills, such as:**

1. Communication Skills and negotiation

2. Marketing, sales, and customer service

3. Problem solving

4. Numeracy Skills

5. Project management and planning

HOW AM I
GOING TO
GET MY OWN
BUSINESS?

Start

I will start University

Attend

I will attend all lessons

Pass

I will successfully pass the exams

Work

I will work hard

SWOT ANALYSIS

Rozmi et al (2009) relates that strengths, weaknesses, opportunities, and threats are crucial tools for the organizations to evaluate their circumstance watching out and are comprehensively used to take apart within and outside states of relationship during periods of uncertainty.

PERSONAL SWOT ANALYSIS

STRENGTHS:

- Experience.
- Ambition.
- Competitive.

WEAKNESS:

- My present financial situation.

OPPORTUNITIES:

- Business structures and private homes increment day by day.
- The medical services industry and associations responsible for supporting eco-friendly strategic approaches make it a serious need for organizations around the country.
- Spectacular development potential, which I am intending to profit by with all my mastery and ambition.

THREAT:

- I don't expect any significant responses from our future rivals upon the section of our business in the industry.

TIME MANAGEMENT

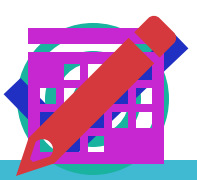


**HOW I AM
PLANNING
MY TIME**

URGENT

NOT URGENT

IMPORTANT	DO NOW	PLAN TO DO
NOT IMPORTANT	Reject • insignificant solicitation from others • apparent emergencies • interferences and interruptions	Resist • computer games • chat, social media, text • long brakes



4 steps to manage my time :

1. I set my goals;

2. I set reasonable expectations;

3. I make a schedule for at least one week;

4. I revise my plan;

REVISIT MY VALUES

Realizing what is the most significant to me provides guidance to my life.

My energy should be arranged first toward things that mirror the qualities that are the most important.

Inspecting my qualities to assist me with settling on TIME MANAGEMENT DECISIONS.

REFERENCES

- Quality Assurance Agency (QAA 2001: 8)
- Rozmi et al., (2018)
- Aldehayyat & Anchor, 2008; Fleisher & Bensoussan, 2003; Lee & Lin, 2008; Shrestha et al., 2004).