

ACADEMIC AND EMPLOYABILITY SKILLS (BMSW4001)

Task 1

Intended career presentation

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CAREER PLAN

To finish Foundation year

Degree in Business
Management

To find a job as a Manager and
then step up as a Director

Become an Entrepreneur

SWOT ANALYSIS

- **Strengths:**

- Always want to learn new things.
- Positive and motivated.
- Good in team working.

- **Weaknesses:**

- Feeling nervous to speak in public.
- Time management, Academic Writing and Communication.

SWOT ANALYSIS

- **Opportunities :**

- Academic year.
- Having the experience as a leader at workplace.

- **Threats:**

- Doing extra hours at work take time from studying.

SKILLS REQUIRED

- **Strategic Thinking**
- **Effective Communication**
- **Leadership**
- **Data Analysis and use of information**
- **Decision Making**

Five essential skills for a Director (Institute of Directors,2020).

ACTION

- University
- Researching
- Internship /Job field

SUMMARY

- How my career was planned.
- I used SWOT analysis for self assessment.
- Skills are required.
- Action that I need to take to improve my skills.

REFERENCES

- Institute of Directors (2020) Five essential skills for a Director.

Available at: <https://www.iod.com/news/news/articles/Five-essential-skills-for-a-Director> (Accessed: 25 November 2020).