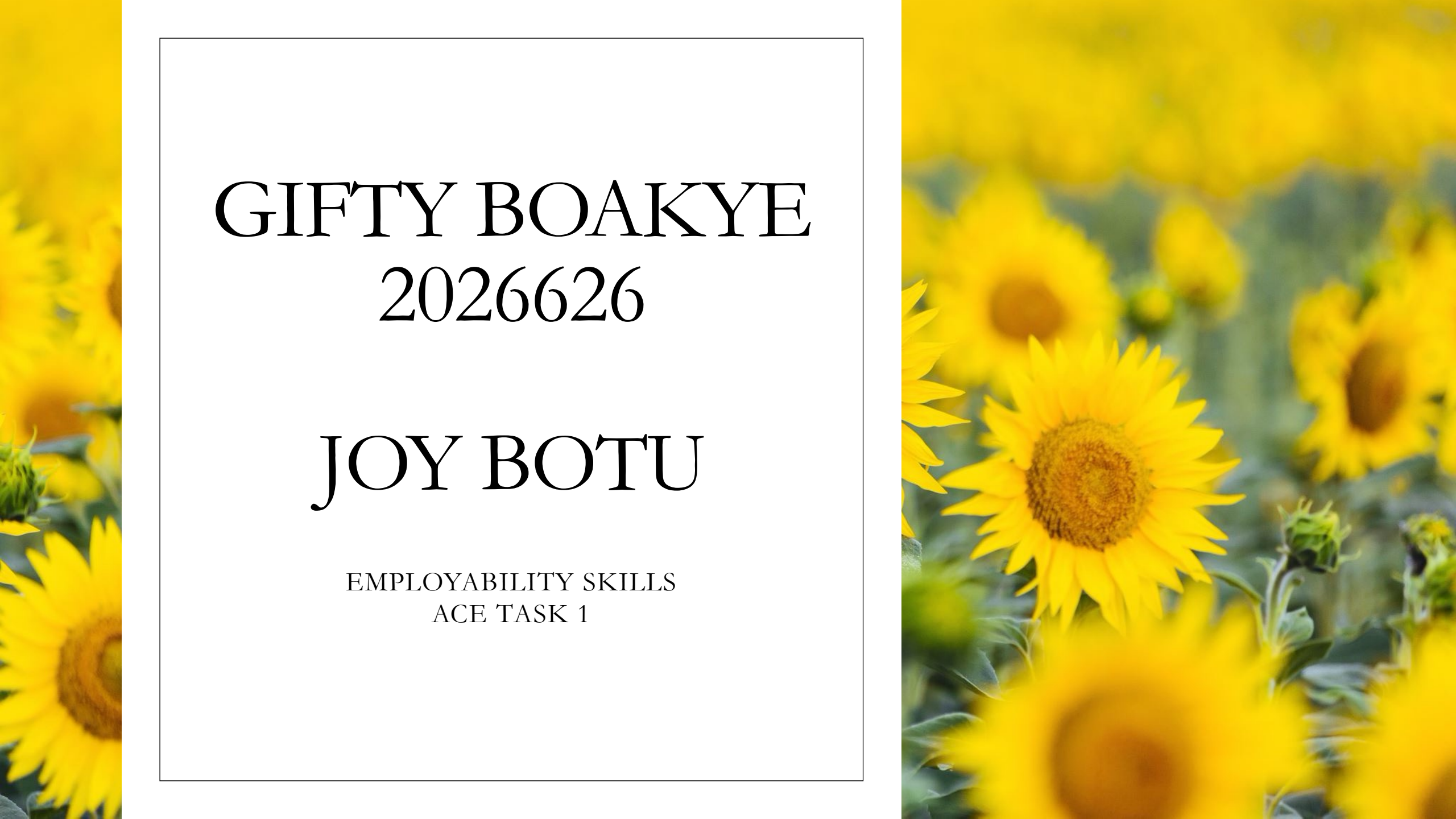




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EMPLOYABILITY SKILLS
ACE TASK 1

CONTENTS

- Definition of Employability skills
- Personal Swot(strength, weakness, opportunities, Threats)
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Employability skills

- 'Employability skills are defined as skills required not to only gain employment ,but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions''(DEST 2002a).

Personal SWOT Analysis

- However after I defined the meaning of employability skills ,I also came up with my own personal SWOT analysis based on my own experience by assessing myself and by talking about my strength and weaknesses.

- Strengths

I am very good when it comes to team working as I have the skills according to my self-test. I took on myself during group works I can come up with my own ideas when working with other people and I usually make it a mission to make sure other members are allocated to their own tasks and make sure everyone is happy with the task that they have been given.

I am also very good when it comes to managing myself. I can make sure I do what needs to be done when necessary and can also get things done without being persuaded or without being told continuously. I like taking notes of things that are very important and also the least important one and then I sort them out in a specific sequence. After that I will put them on my calendar which helps me to know what to do so that I don't lose track of time.

I am a quick learner, I am willing to put in a lot of time to learn new skills .

Weaknesses

- I don't really have any employment experience .
- I am very bad at problem solving ,usually i find it very difficult to see all sides of a specific problem so I can't give and come up with a good solutions to it.
- My communication skills are very bad because when I communicating with someone, I can't look at them in the eyes because I get very shy when I talk to strangers which really doesn't help with my communication skills.
- I find it very hard to speak people by looking at them in the face.
- Sometimes I know exactly what I want to say but I find it very hard to get the words out properly.

OPPORTUNITIES

- I might be able to get a good job in the future which will help me when it comes to my Cv as I can update it by telling my experience.
- I might have a high chance of been able to get a job than other people if i have done a bit of a work experience and a good opportunity to even be accepted and wanted by different companies as I already might have the experience

Threats

- Employment pressure in the UK.
- There might be a shortage of jobs in the UK as many people are many people might have the right experience due to that there might be other people with the same amount of qualification who might not have the opportunity as the others.

PAP(personal Action Plan)

- During my personal SWOT analysis by analyzing my own situation I mad an action plan based on something called SMART.
- Specific Actions:
- Communication Skills
- I will make a lot of friends
- I will try and participate in class discussions.
- I will try not to feel intimidated or nervous when talking to strangers.
- Participating in school activities.

conclusion

- There is no doubt that people who have a good degree will gain an excellent starting point, since a good degree helps employees open the door of finding a job, however a degree alone is not enough ,employers want much more from their graduate employee.
- Through my general research I explained employability skills that are required mostly by businesses and by making a personal SWOT analysis based on my employability skills and by self assessing myself which made me more aware of myself. I also made an action plan for myself. I will make sure to follow the plan and I hope that it would help me improve my employability skills after I finish it.

Reference

- <https://www.ukessays.com/essays/business/employability-skills-personal-swot-analysis-and-an-action-plan-business-essay>