

Academic and Employability Skills BMSW4001

Presentation

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Introduction

- Skills development is important for every learner (Bender, 2021)
- It plays a big part in the development of employability skills (Burnett and James, 2014)
- Thus, one needs to concentrate and commit to improving own competencies
- In this presentation, I will reflect on my skills development during the module

SWOT Analysis

STRENGTHS	WEAKNESSES
➤ Good time management skills ➤ Good summarizing skills ➤ Good public speaking and giving presentation skills	➤ Average communication skills ➤ Average innovation skills ➤ Average problem-solving skills
OPPORTUNITIES	THREATS
➤ Mentorship opportunities ➤ Self-managed learning ➤ Online learning	➤ Competition for learning resources ➤ Creating enough time for self-managed learning

Time Management

- Time is an important resources in the personal and professional life on an individual (Brady, 2011)
- Throughout the module, I had an opportunity to learn how to effectively manage my time
- I learnt the need to create a timetable
- Also, I learnt how to prioritize my tasks and meet deadlines easy

Summarizing

- I was able to develop good summarizing skills
- I learnt how to deduct important contents from a text
- This will enable me to easily prepare my notes by putting down the most significant details
- This is also important in development of good analysis skills since I will be able to focus on the important matters only

Public speaking and giving presentations

- I was able to improve on my public speaking skills
- This means that I have the opportunity to make good presentation
- However, I need to still work on my communication skills
- I need to improve them further than the ones I have now

Personal Development Plan

- Analysis, Aim and take liability for your own growth.
- I need to develop further my Confidence.
- I need to still work on my Listen actively skills.
- Reading books will help me to improve skills.
- I need to improve on my problem-solving skills.

References

- Bender, D. (2021), "Internship assessment in professional program accreditation: a 10-year study", *Education + Training* Vol. 63 No. 2, pp. 256-270.
- Brady, M. (2011), "Internships: Injecting Real-world Experience into the Internal Audit Curriculum", *Managerial Auditing Journal*, Vol. 6 No. 2.
- Burnett, D. and James, K. (2014), "Using the Outdoors to Facilitate Personal Change in Managers", *Journal of Management Development*, Vol. 13 No. 9, pp. 14-24