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MODULE CODE AND TITLE : BMSW4001 ACADEMIC AND EMPLOYABILITY SKILLS

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ACADEMIC AND EMPLOYABILITY SKILLS



What is employability?

EMPLOYABILITY IS NOT
SIMPLY GETTING A JOB.
EMPLOYABILITY IS A
GROUP OF SKILLS,
PERSONAL ATTRIBUTES
AND UNDERSTANDING
FOR GETTING A
DESIRED JOB.



WHAT MY JOB REQUIRES

THE ROLE

PHONE SUPPORT

HIGH STANDARDS OF CUSTOMER SERVICE



THE PERSON

UNDERSTANDING

ORGANISATIONAL SKILLS

CUSTOMER ORIENTED

TEAM PLAYER

COMMUNICATION SKILLS

Swot analysis

STRENGTHS

- TIME MANAGEMENT
- LEARNING

WEAKNESSES

- WORK EXPERIENCE
- COMMUNICATION

OPPORTUNITIES

- ENHANCE MY CV
- WORK EXPERIENCE

THREATS

- JOB-HUNTING
- JOB SHORTAGE

PDP

• Skill to be improved –	• Specific actions–	• Measure-	• Target date-
• Communication	• Courses and activities organized by the school community.	• Become a trainee of the company	• 3 months
• -Problem solving skills	• Volunteer in multiple organizations.	• Asses my abilities throughout a problem solving assignment.	• 6 months
• Critical thinking	• Self development courses.	• Feedback from tutors.	• 1 year
• Networking	• Participating in events.	• Receiving creative insights and ideas.	• 6 moths

CONCLUSION

- In a continually changing world, determined by innovation, change and economic pressure, skills play an essential role.
- I have to be in a continuous process of change and improvement to be able to get the desired job within the career path I have decided to follow.

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