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Task 1: *Individual presentation*

BMSW4001

*Academic and Employability
skills*

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Introduction

- I am open-minded person, trustworthy, quick learner and hard-working person, determined to meet targets.
- Three years ago I started to work in Subway, after some time I was offered a store manager position.
- I have experience working as a team, I believe that this experience is helping me to develop myself and also I believe that my “bag of tricks” becomes larger and larger.

What are skills?

- (Doyle, 2020) believes that Soft skills are non-technical skills that impact your performance in the workplace.
 - 1. Teamwork 2. Team management
 - 3. Critical Thinking 4. Conflict resolution
- Hard skills are part of the **skill set** that is required for a job. They include the expertise necessary for an individual to successfully do the job.
 - 1. Blockchain 2. Cloud Computing
 - 3. Analytical Reasoning 4. Artificial Intelligence

What are academic skills ?

- (Academic Skills Specialists, 2013) –believes that academic skills are made of core skills, academic writing ,referencing and presentation skills, those are also supported by reflective practice and critical thinking.

SWOT analysis

Strengths:

- ☐ Knowledge
- ☐ Experience
- ☐ Leadership
- ☐ Management
- ☐ Creativity
- ☐ Teamwork
- ☐ Adaptability.

Opportunities:

- ☐ A course that will help me to understand myself better
- ☐ To improve my skills
- ☐ To achieve better results
- ☐ To create a new beginning in my career.

Weaknesses:

- ☐ Difficulties in decision making
- ☐ Impatient
- ☐ Perfectionist
- ☐ I find it hard to understand people around me
- ☐ I expect too much from myself, than I'm disappointed.

Threats:

- ☐ Bad attitude
- ☐ Higher level of stress
- ☐ Time is passing too fast
- ☐ Insecurity
- ☐ Limited experience in digital skills

What are employability skills?

- (Doyle,2020)- believes that employability skills are general skills core needed in almost every job, these skills are advantageous for every employee, as everyone who is hiring ,always will look for someone good for his business.

PDP: Future career plan-Area Manager

Target(skills)	Current situation	Difficulty	How I will improve?	Target date
Leadership	I am working at current job as a manager, and this helps me to improve my leadership skills.	When my team has difficulty to work together than I have to reconcile them	I will finish my course at work, I will ask someone who already has this position to give an advice.	5 months
Public speaking	At the moment I am a course representative of my group in University that I am studying and when we have meetings I have to prepare a speech for the committee, to solve students problems.	When I have a group of people in front of me I can't control my emotions ,and sometimes I just freeze or I can't find my words to continue what I've started, than I just give up.	I will create a youtube account and I will do some tutorials so I could improve public speaking. I will volunteer in library or charity shops.	9 months
Conflict resolution and problem solving	My actual job helps me to achieve this skills as I have to solve all conflicts in store and to take a good decision for everyone , I've also learned few strategies to manage conflicts : to avoid ,to cooperate ,to compromise.	When there will be a fighting and I will feel too weak to solve ,or someone will become very aggressive and I will not be able to follow my strategy and I will fall into it.	I will download a UWTSD Career app that will help me to understand better those skills ,so I can be prepared better for a future conflicts and to know how to solve a problem.	1 year
Time management	I need to wake up almost every day ,very early to go to work,and almost every time I am late .	When I am lazy to wake up in the morning or I am staying up till midnight, that is affecting my workplace.	I will set up an alarm that is noisy and I will set up two extra to not fall asleep.	1 year and half



Conclusion

- I will say that Personal Development Plan helped me to understand better myself and where I need to improve my work, to have a higher position in my future.

References

(Academic Skills Specialists, 2013)

<https://study.cardiffmet.ac.uk/AcSkills/Pages/About.aspx#:~:text=We%20define%20academic%20skills%20as%3A&text=Academic%20skills%20are%20made%20up,Academic%20Skills%20Specialists%2C%202013>).[Accessed : 28 Nov,2020]

(Doyle,2020) <https://www.thebalancecareers.com/employability-skills-list-and-examples-4143571> [Accessed : 25 Nov,2020]

Morgan, P (2017). *The Business Student's Guide to Employability*. London: Sage.