

BMSW4001 Academic and Employability Skills

Student: Eduard Adrian Ionicioiu

Student ID: 2009725

Module Leader: Lloyd Beharry

ACE Practical Portfolio

- This presentation will demonstrate how certain skills can become a first step in personal evolution, but also how they can improve and add certain skills related to the career they want.
- at the same time, this presentation will reflect some of the basic definitions and theories of skill description.
- Furthermore, the presentation will illustrate how a SWOT analysis of my skills will highlight strengths, weaknesses but also opportunities that are worth considering developing a successful career.
- As a complement to the ones mentioned above, I will present a way to permanently monitor my evolution and to reflect on every aspect of the learning process by drawing up a PDP.





How to define skills and how to classify them?

- A **skill** is the ability to perform an action with determined results often within a given amount of time, energy, or both. **Skills** can often be divided into domain-general and domain-specific **skills** (Gallagher, 2016).
- Certain skills are important to develop to help us completing certain tasks or duties. The greater amount of skills, the higher chances to finish the task quicker, easier and higher productivity.
- There are different types of skills and they can be classified in 3 categories as:
 - Transferable skills of Functional skills – examples: organize, analyze, write;
 - Personal traits – diplomatic, independent, patient;
 - Knowledge-based skills – accounting, management, administration, HR.

Academic skills – Examples and Importance

- Skills learned and developed during studies that will form the student and develop the future career (Morgan, 2017).
 - Academic writing
 - Critical thinking
 - Online learning
 - Referencing
 - Time management

The importance in developing Academic Skills is that the student will form during the study years as a calculated individual and will become more efficient in learning.

Career Plan in Management



Progress check-point



Additional Skills



Positive and negative aspects



Long-term goals



Short-Term goals



Career expectations



Start creating the plan

SWOT Analysis of Skills / Personal SWOT Analysis

Strengths

- What do you do better than others?
- What's your talent?
- What competences do you have that are relevant and valuable for the job?
- Which specific and transferable skills do you have?

Weaknesses

- Which tasks and responsibilities your don't like?
- What are the development opportunities your manager and your peers flagged?
- What can you improve?

Opportunities

- In which industry/field/position could you easily move?
- What development / training would be value adding for you?
- Which industry/company is in particular in need of your type of profile?

Threats

- What do other candidates have more/better than you?
- What are the obstacles in your way to the job?

- The SWOT concept helps to analyze the skills that one has by looking at their Strengths, Weaknesses, Opportunities and Threats (Barrados, 2020).



Employability Skills/ Concept and Use

- The employability Skills are referred to as transferable skills, used to develop the expertise and mind-set. Those skills are often called soft-skills or foundational skills and are used to improve performance and the team-work (Er *et al.*, 2020).
- Examples:
 - Communication
 - Teamwork
 - Leadership
 - Organization and planning
 - Technology
 - Problem-solving

PDP or How to get organized

- The purpose of a PDP Plan is to set achievable goals in a time-set period. To apply to PDP plan to certain skill development, the PDP plan must include the resources necessary to develop or further develop those skills (Er, 2020).

Learning & Development Needs	Developmental Activity / Action Required	Resources Required Including people	Start Date	End / Review Date	Further Comments
Time Management Skills	• Find out what I want to do • Write into an agenda • Set goals • Prioritise tasks	• Download an app • Use the daily schedule and include family			
Communication Skills	• Participate at online meetings • Develop listening skills • Focus on eye contact	• Read more/use online library • Talk more face to face with friends and family			
Learning Skills	• Start a new course • Take notes • Practice more what you learn	• Online classes • Listen to others sharing their experiences			
Problem-Solving Skills	• Discuss more with friends and family about different issues • Develop communication skills	• Patience • Listening skills • Time management			

Conclusion



- As the personal traits and attitude are developed in childhood, certain skills are developed during the academic years and employability years. We can conclude that we, as humans never stop developing and we need to further develop in order to keep up with the new trends.
- The personal development can help an individual in all areas, especially in employment and can set new opportunities. It will also help in moving forward with the career by educating yourself constantly.



Reference List

- Gallagher, K. (2016), *Essential study and employment skills for business and management students* (3rd Edition), Oxford University Press
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