

NAME:KENNEDY NGANGA KAMAU

STUDENT NUMBER:2018117

MODULE:ACADEMIC AND EMPLOYABILITY SKILLS

MODULE CODE:BMSW 4001

ASSIGNMENT TITLE:ACE PRACTICLE PORTFOLIO

LECTURER:TIMOTHY HOPKINS

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This presentation illustrates the Academic and Employability skills that I need and require as a career Security officer and a security company owner.

- Academic Skills
- Employability Skills

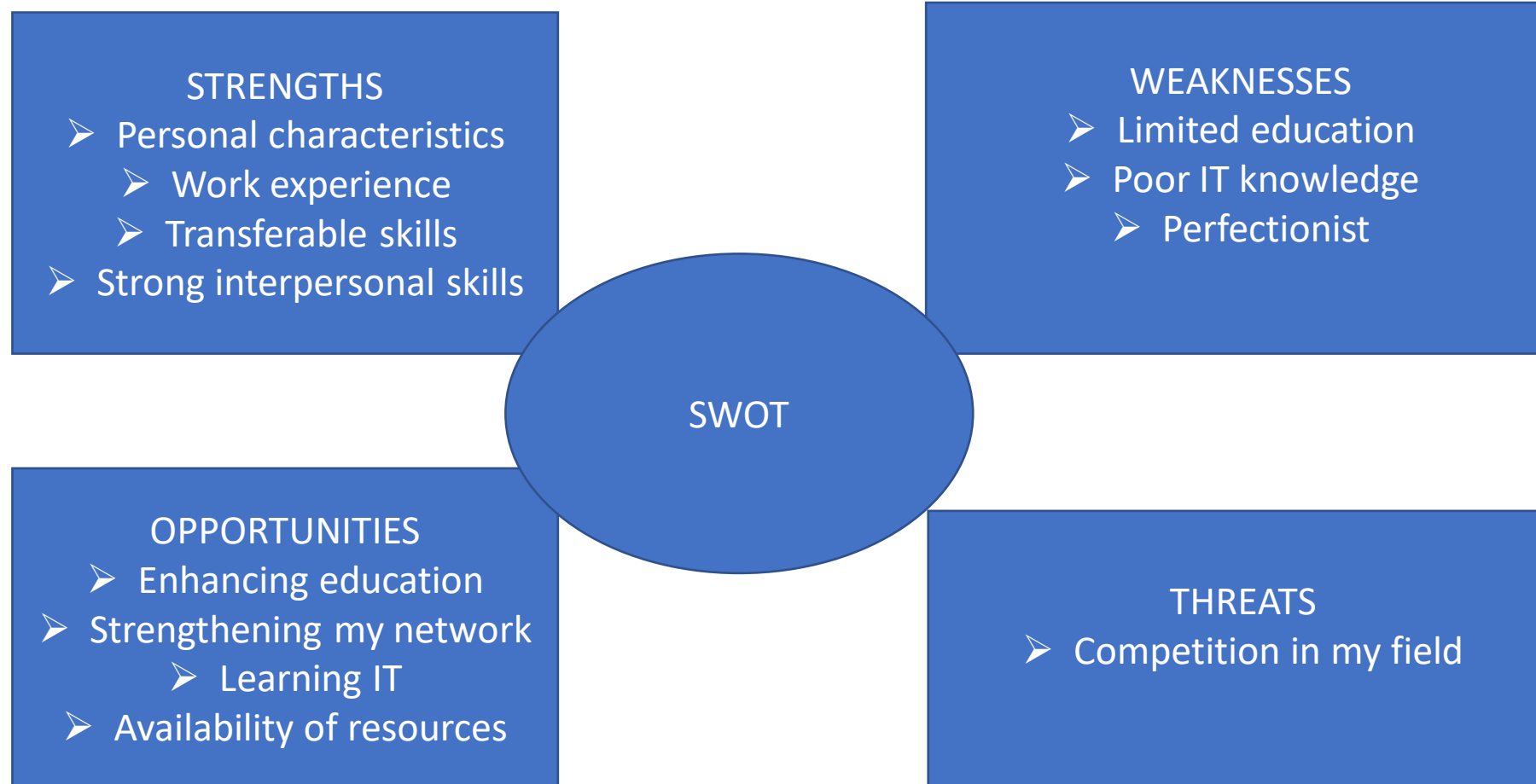


Career Requirements

- SIA Licence
- Communication skills
- Personal skills
- Interpersonal skills
- General skills



MY SWOT ANALYSIS

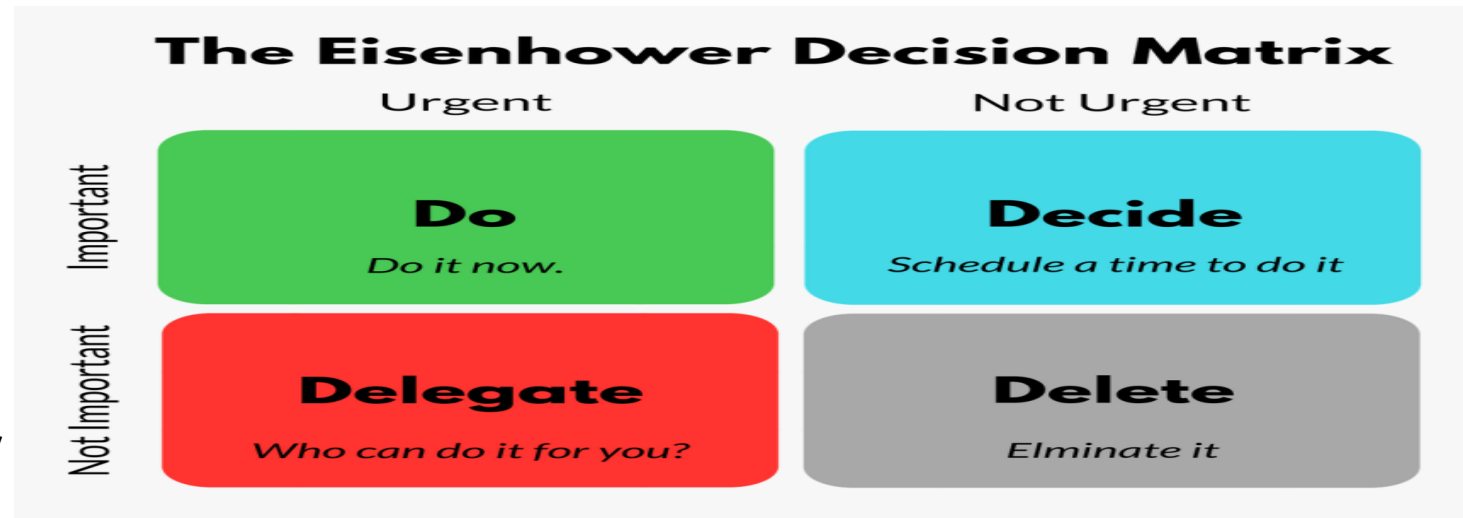


My Time management method

The Eisenhower method

This time management technique evaluates each of your given tasks accordingly. All of your tasks are analyzed and grouped together by using quadrants of four sections:

1. Urgent and Important - 1st Priority
2. Not Urgent but Important - 2nd Priority
3. Urgent but Not Important - 3rd Priority
4. Not Urgent and Not Important - 4th Priority



<https://www.selfgrowth.com/articles/the-eisenhower-method-of-time-management>

MY PERSONAL DEVELOPMENT PLAN

‘Personal development planning is a structured process that helps to create an action plan for self-improvement, growth, and development’.

Hitesh Bhasin-marketing91

- 1.Deciding on my goals
- 2.Evaluting my current position
- 3.Creating a plan

“Every accomplishment starts with the decision to try.”

John F. Kennedy 35th President of USA

~END~

REFERENCE LIST

Eisenhower method of time management; Available at: <https://www.selfgrowth.com/articles/the-eisenhower-method-of-time-management> (Accessed:13 April 2021)

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John F.Kennedy. 1961