

1. INTRODUCTION

I work as a Security Officer with CIS LTD at London South Bank University Hall of Resident called McLaren House. My role is to protect residents and their property from theft, vandalism and to maintain peace among the residence as well as any unlawful activity.

This course Academic and Employability skills will be useful to me as I am going to acquire more academic knowledge which will make me progress in my hard skills and soft skills which I need to progress in my workplace. The things I will learn within this fleeting period; like the SWOT analysis, PDP and Time Management we help me improve (studocu, 2020).

2. ACADEMIC SKILLS

These are skills that I know are really going to help me to be more successful or achieve the results that are really need at the University level and is still going to improve in my research and study skills. These will help me now and in time to come that will reflect on my full potential that going to be with me all the rest my life, (Staffs. 2020).

3. EMPLOYABILITY SKILLS

Majority of employers are looking for employees with transferable skills and good in job candidates in addition to their academic qualifications this is call employability skills. These skills may not relate to your job they play a prominent role in making your performance better and value in the world of work they can also have an impact on someone chance to progress in some career job.

That is why I am really doing everything possible to gain some employability skills because I really need some of all these skills and I believe this course I am doing now at this University is going to help me with all the necessary employability skills I need after finishing my degree and when I start looking for a new career job. And I will also try to have as many employability skills so that I can be more attractive and be marketable in the world of work, here are the 10 common employability skills that employers are looking for.

3.1 COMMUNICATION.

Being be able to have an exceptionally effective communication skills we help me a lot in my world of work because excellent communication skills is what most of the employers are looking for, that is for someone to have an excellent verbal and nonverbal communication skills.

For this reason I decided to go on the this course because I believe is going to help me a lot and I know having an excellent communication skills will make me more employable and after been employ is going enhance company productivity and help prevent waste of time and company resources as well.

3.2 TEAMWORK.

I am that person that believe in teamwork, because a good teamwork skills such as collaboration can increase someone chances of getting a job and be able to help company reach its goals more effectively and I need to be more comfortable working with people, as well as contributing to the team goals.

3.3 RELIABILITY.

To be reliable we make me more market able to my employers because it will promote trust between me and my employer. I will be a reliable employee if I can complete my tasks on time minimal my mistake and deliver quality work.

3.4 PROBLEM-SOLVING.

For me to have that good problems solving skills I will need to know and to be able to show key issues and their implications. And to have a good understanding of how problem work and determining the most effective solution, for more complex problem I need to know the best way to divide them into smaller parts that are easier to understand and manageable.

3.5 ORGANIZATION AND PLANNING.

If I can be able to organize and plan effectively it we be good because is going to make me and my employer save time, effort and money by improving workflow and at the same time it will makes assignment and projects are completed on time and prevents confusion and errors that can be costly to the company.

3.6 INITIATIVE.

Taking initiative means if I can spot a problem and have a solution for the problem, preparing for a potential crisis by taking preemptive action, taking advantage of opportunities, and having a positive attitude. It shows that I can reason alone and take the necessary action without be ask to do so and by having a strong drive to succeed and the desire to keep improving myself through continuous learning, which will make me valuable to any firm.

3.7 SELF-MANAGEMENT.

Self- management means the ability to carry out job duties with little or without anyone supervising me there will be no direction, likewise I can be able to complete all my delegated tasks in time. With this good self-management skills this will make my manager or supervisor save time and effort because I will only need little help and guidance from them.

3.8 LEADERSHIP.

All employers are looking for someone with leadership skills because they know this we surely bring a lot of benefit to their firm in many ways being leader I know I will be playing important role to make sure all the team members share the same vision and also to try and always motivate and monitor tasks performance to meet company expectations and to produce better result.

3.9 LEARNING.

Having strong learning skills this means I can understand new concepts and methods easily, taking on new challenge I always like to learn new things by adapting to change and by having the spirit to improve my knowledge and skills continually, this we help to reduce the cost of giving training to staff. Fast learner are desirable to organization that are in forefront of innovation to modern methods and technology more smoothly.

3.10 TECHNOLOGY.

Organization are looking for someone with a technical skill to help them use the modern technology so that they can always be ahead of their competitors this depend on my job, the technology skills I need may vary from power point, word processing, video editing, sending email and using programming languages. If I can be good and learn how to use some of all this technology nicely I believe I will be more makeable to most of the firms. (Indeed,2019).

4. SWOT ANALYSIS.

First I we like to define swot analysis as a technique in which a person or firm use to examine a situation by looking at the Strengths, Weaknesses, Opportunities and Threats. This technique has been used by organization for so many years as a strategic planning method because it will assist to give them an all-round view of the firm or a person, (Skillsyouneed, 2011).

Now that I already discovered what SWOT analysis is, it would be easier for me to understand what personal SWOT analysis is. In fact I will be using the same framework to evaluate myself so that I can identify the following area I will need to improve on, here are my own illustration below.

STRENGTH	WEAKNESS	OPPORTUNITY	THREATS
Like to learn new things.	Spelling mistake.	To author a good article.	Change in circumstances.
Good listener.	Technology skills	To have a respectable job.	Working a lot of shift.
Good at organizing.	Problem-solving skills.	Promotion at work.	Pressure from family.
Effective communication.	Lazy in doing things.	To finish my study.	Corona Virus Pandemic.
Good teamwork.	Lack of professional qualification.	A professional job to further my career.	Too many graduates out there looking for job.
Reliable.			
Confidence.			

5. PERSONAL DEVELOPMENT PLAN.

Even with your experienced, your age or how wise you are or even what stage of your career you are, to accomplish all this wish in professional level, plan ahead is central to someone success. Everyone who is successful today either in business or personal aspiration all know what they wish to achieve. They have the confidence that they can achieve their goals, arrange a plan so they know how they are going to achieve them and by when. For this reasons I will say personal development plan is a plan process that shows on performance and current learning which then developed into a plan for your future personal, educational and career development, (Professionalacademy.com)

Since I have a clearer picture of the meaning of personal development plan now, I will now be able to plan and work toward the kind of life and work I really want for myself and when to achieve them so that I can be in better position to compete for job.

PERSONAL DEVELOPMENT PLAN

	Short-Term Time Frame What do I want to do in the next three to six Months?	Mid-Term Time Frame What do I want to accomplish in the next six Month to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
MY GOALS What is the goal I want to achieve in this time period?	Spelling mistake and technology skills.	Problem-solving skills	To become a graduate and have a decent job.

SKILLS AND KNOWLEDGE TO BE LEARNED. What specifically do I need to learn?	Writing skills, Microsoft Excel, and Microsoft word.	Planning and structuring and creativity.	To study health and social care.
How am I going to acquire the knowledge?	By doing a lot of reading and writing likewise doing my assignment as well, doing a lot of practice will my laptop and enrolling myself in some IT course.	By taking some management course.	Going to University for a degree course.
What resources do I need?	Free time and funding.	Free time and funding.	Free time and funding.
When will I start?	17/03/20	10/06/20	17 02/21
When do I expect to finish?	02/06/20	06/02/21	17/02/23

6. CONCLUSION.

There is no doubt that employees who is having a good degree will gain an excellent starting point, since a good degree helps employees open the door of finding a decent job however, a degree alone is not enough, employers want much more from their graduate employees they want employees that can bring benefit to the organization and let the company in an invincible position during the fierce competition. Through extensive research I summed up ten kinds of employability skills that most needed by companies, I also made a personal SWOT analysis based on employability skills and assessed myself based on academic assignment and actual experience which made me come more aware of myself. After that I made an action plan for myself I will stick to the plan and I hope that it would help me improve my employability skills after I finish it and I can be able to get a decent job in the competitive job market after I graduate.

References

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