

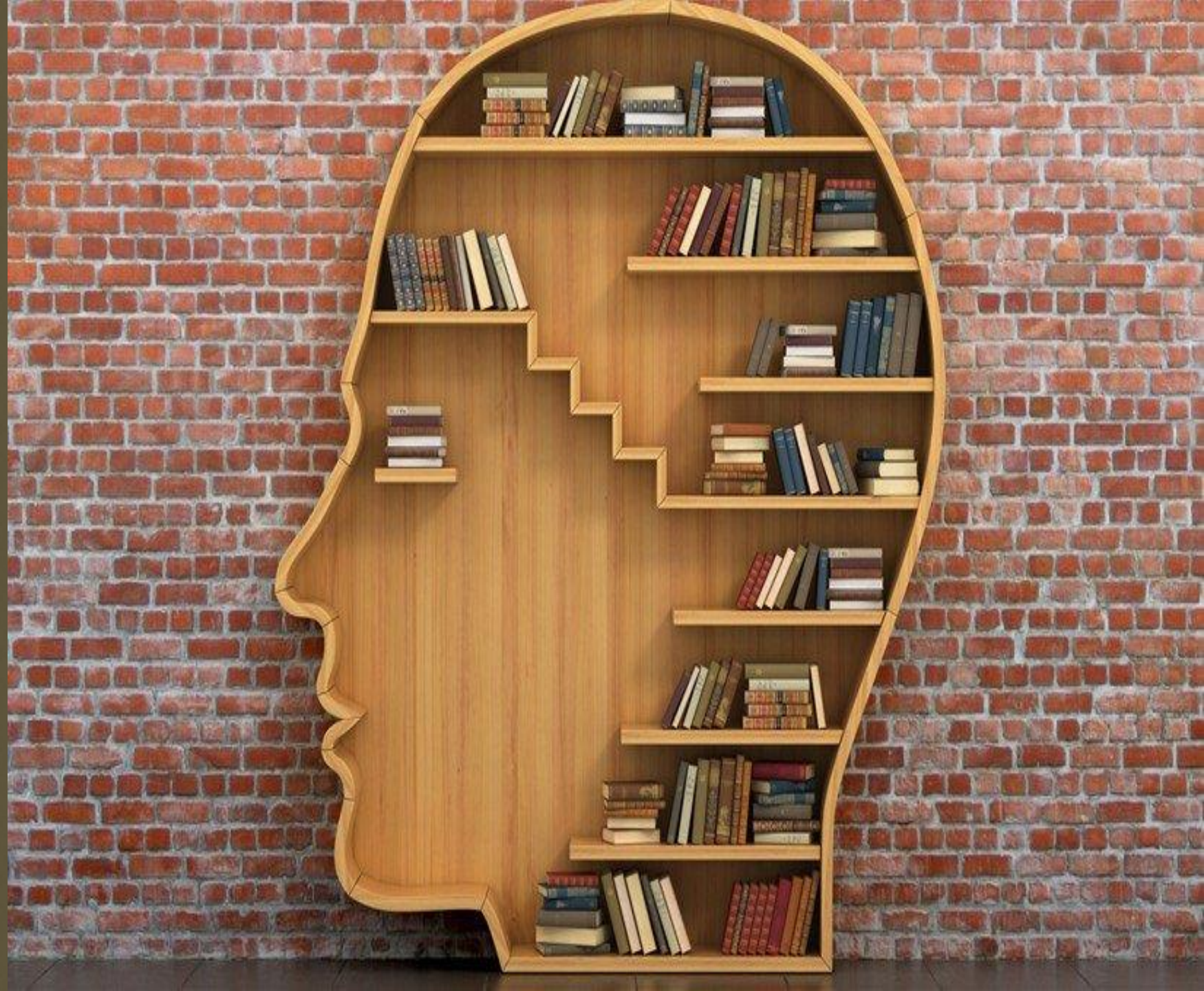
Academic and Employability Skills(ACE)

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CONTENT:

Introduction.

Definition of academic and employability skills.

SWOT Analyse.

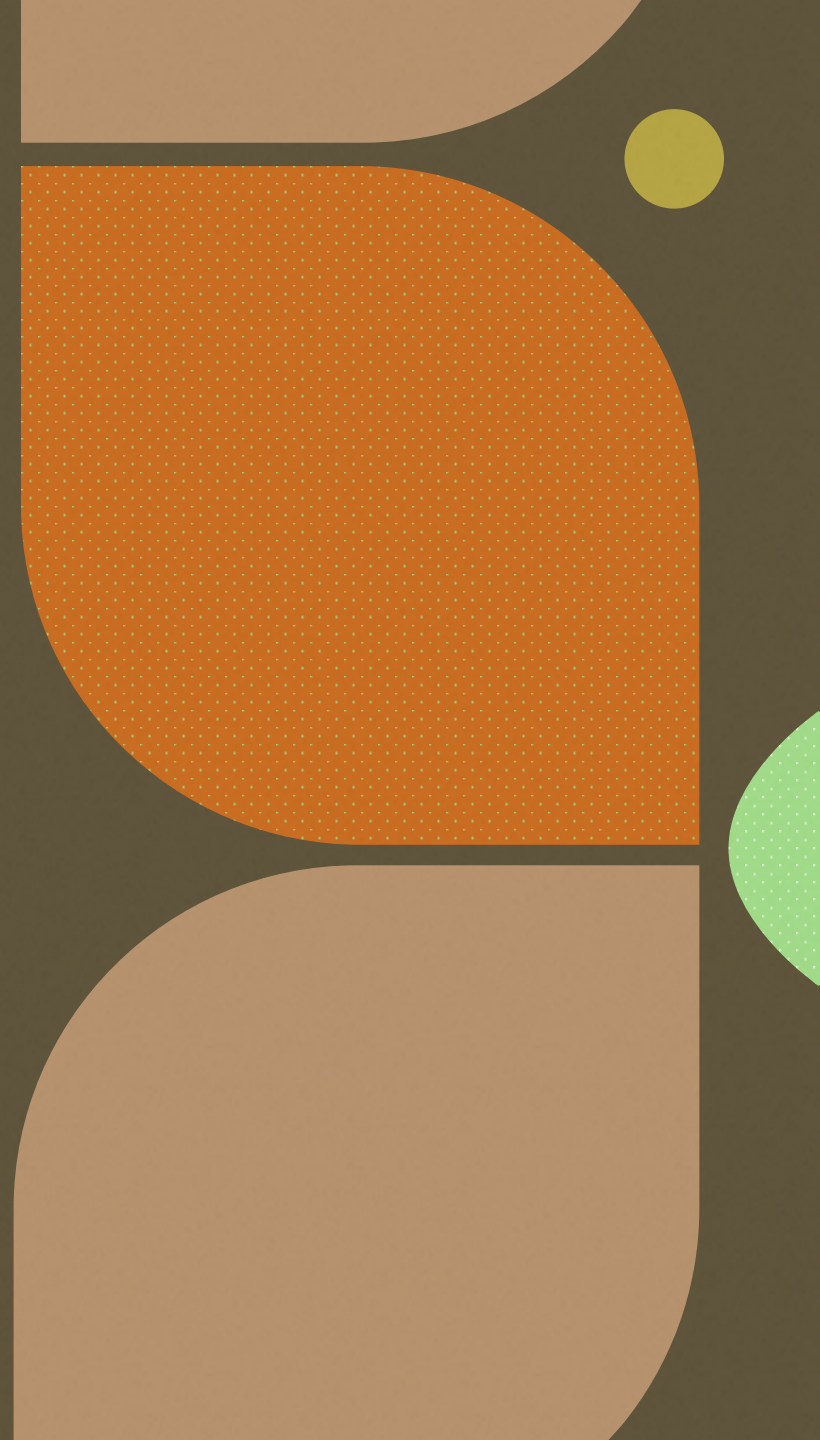
Personal Development Plan.

What skills do I need to work as a bank manager.

The ability I have will help me start working in the bank sector.

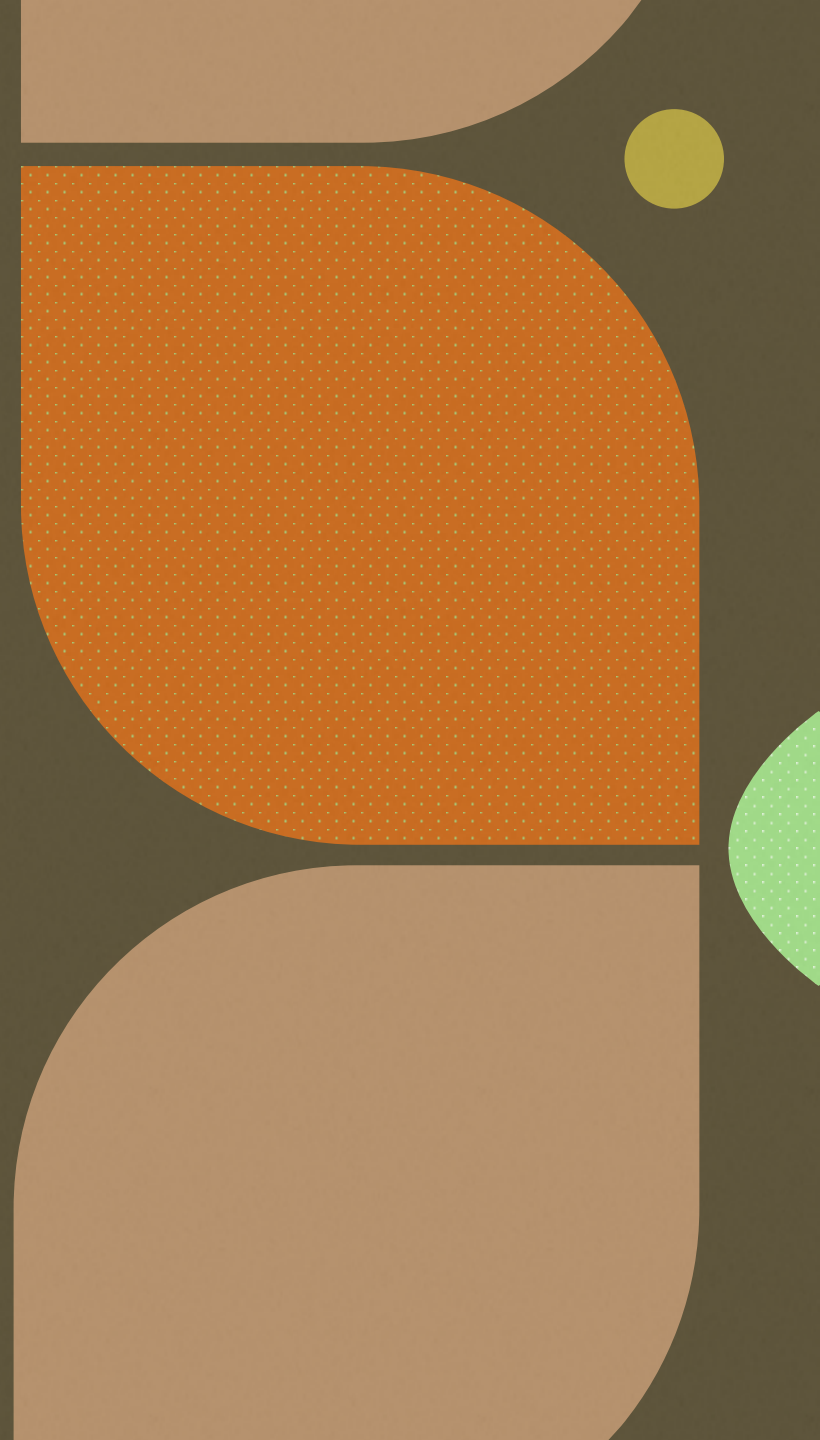
To be noticed on the bank job market, I have to work on some of my deficiencies.

References.



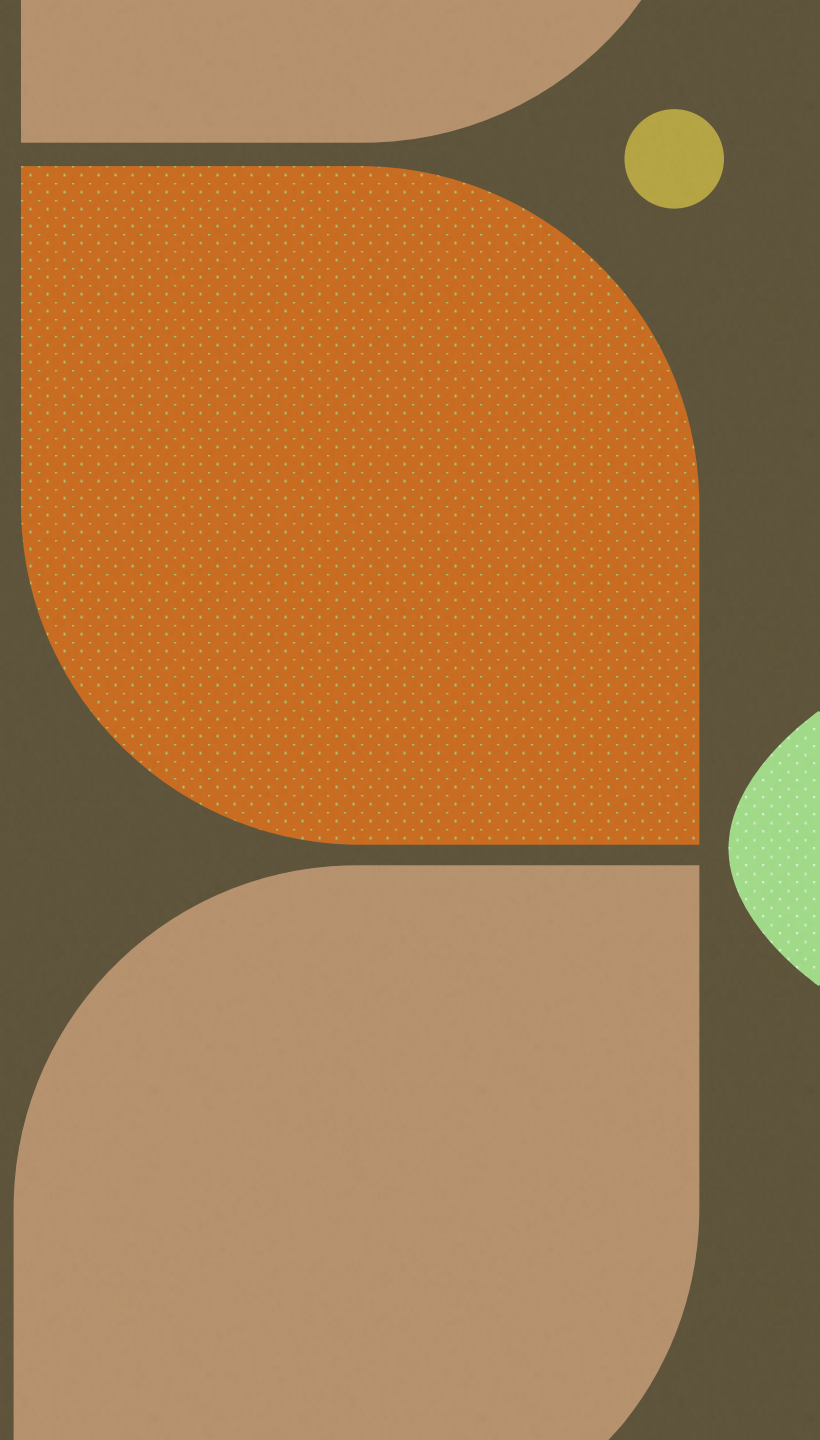
INTRODUCTION

- In this presentation, I will discuss what job I am aiming for and how to apply Time Management tools, Personal Plan Development, and a SWOT Analyse and which skills I need to take job position like a bank manager.
- Academic and employability skills are essential skills that everybody must in today`s modern world to do well and improve their skill level in the workplace and their personal life.
- Without these tools, it is not easy to pursue a successful career. Workers can make a sensible decision, as they already have the attitude and will take action to analyse the critical moment in solving their daily tasks.



- **MAIN BODY**

- Definition of Academic and Employability skills .
- Many people find it challenging to find a precise definition of what Academic and Employability skills mean.
- Quite famous people in politics and the business sector, in general, have been trying for a long time to explain the usefulness of employment.
- According to Kenneth Baker Wolf(2002), for the first time in 1986, he began to talk about employment skills that people must possess to develop in society, at work or school.
- Here are a few vital Academic and Employability skills which I own.
- Personal relations-that mean excellent team working.
- Communications-how to solve and explain the tasks in the workplace.



3.Team working - good to listen the others for better understanding the situation.

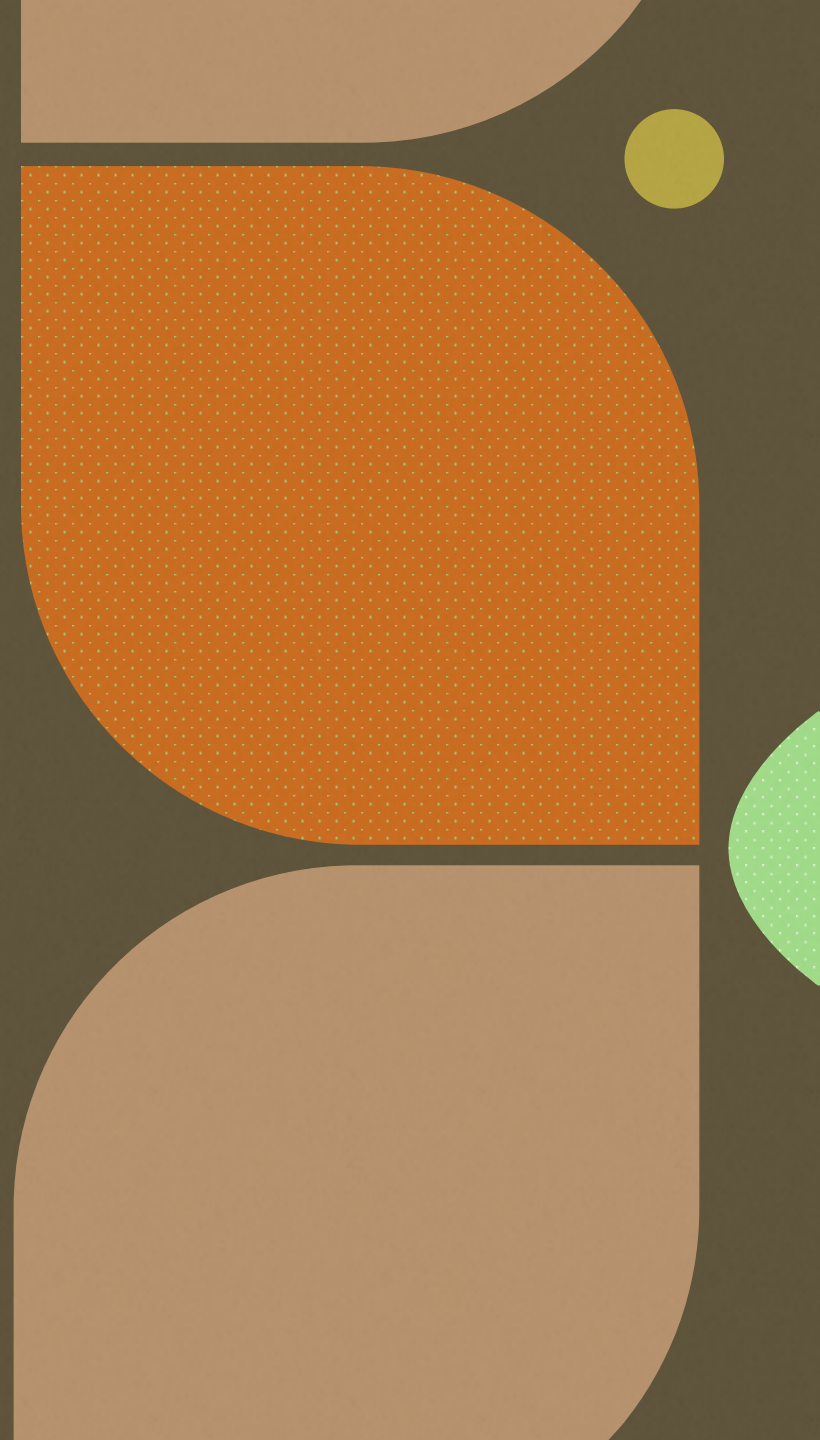
4.Self management - to improve my time and possibilities.

5.Personal plan development - process that helps to make self improvement in carer ,personal life ,education, relationship.

6.Adaptive skills - determine how I manage myself.

7.Academic skills - skills that are developed and used for study.

8.Transferable skills - skills that can be moved between different situations.



SWOT ANALYSE

Strengths

- Knowledge in social media and the usage of social media.
- Amazing communication skills.
- Team worker.
- A very good listener.

Weaknesses

- Disorganized.
- Not experienced in the online business platforms.
- Busy all the time.
- Not creative enough.

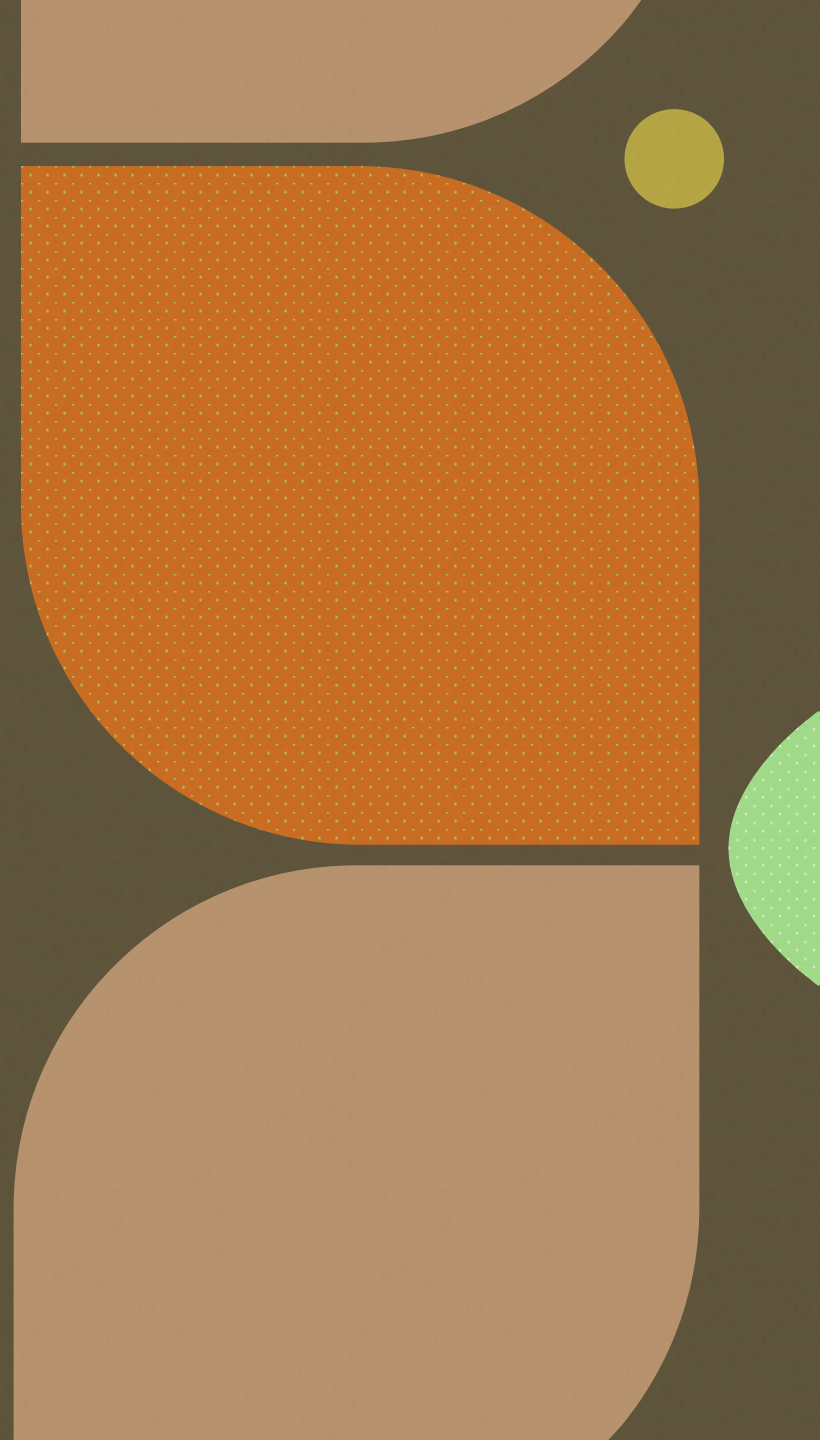
Opportunities

- Future opportunities with online business like personal coach.
- Lots of chances to communicate ,creative.
- English learning clubs.
- Make a new friends in the University.

Threats

- Not confident in speaking different languages.
- Not experienced in software work.
- People with more advanced/developed webpage design skills
- Too much stress myself about the targets in my current job.

- A personal development plan can work for me assessing my skills, interest, development needs and the environment in which I want to develop.
- Here I will note some points that I think will help me understand myself and my skills in the future. The qualities I possess as self-esteem, making an important decision. Setting goals is an important point. I will define my goals as achievable, realistic and specific but not impossible.
- After drawing my plan that I will work on, I need to review all the things that will hinder my success and find an alternative way to implement them. The most important thing is where I want to use time management tools, Personal Development Plan, SWOT analyses, and appropriate action. The plan does not need to be too long but short and precise.

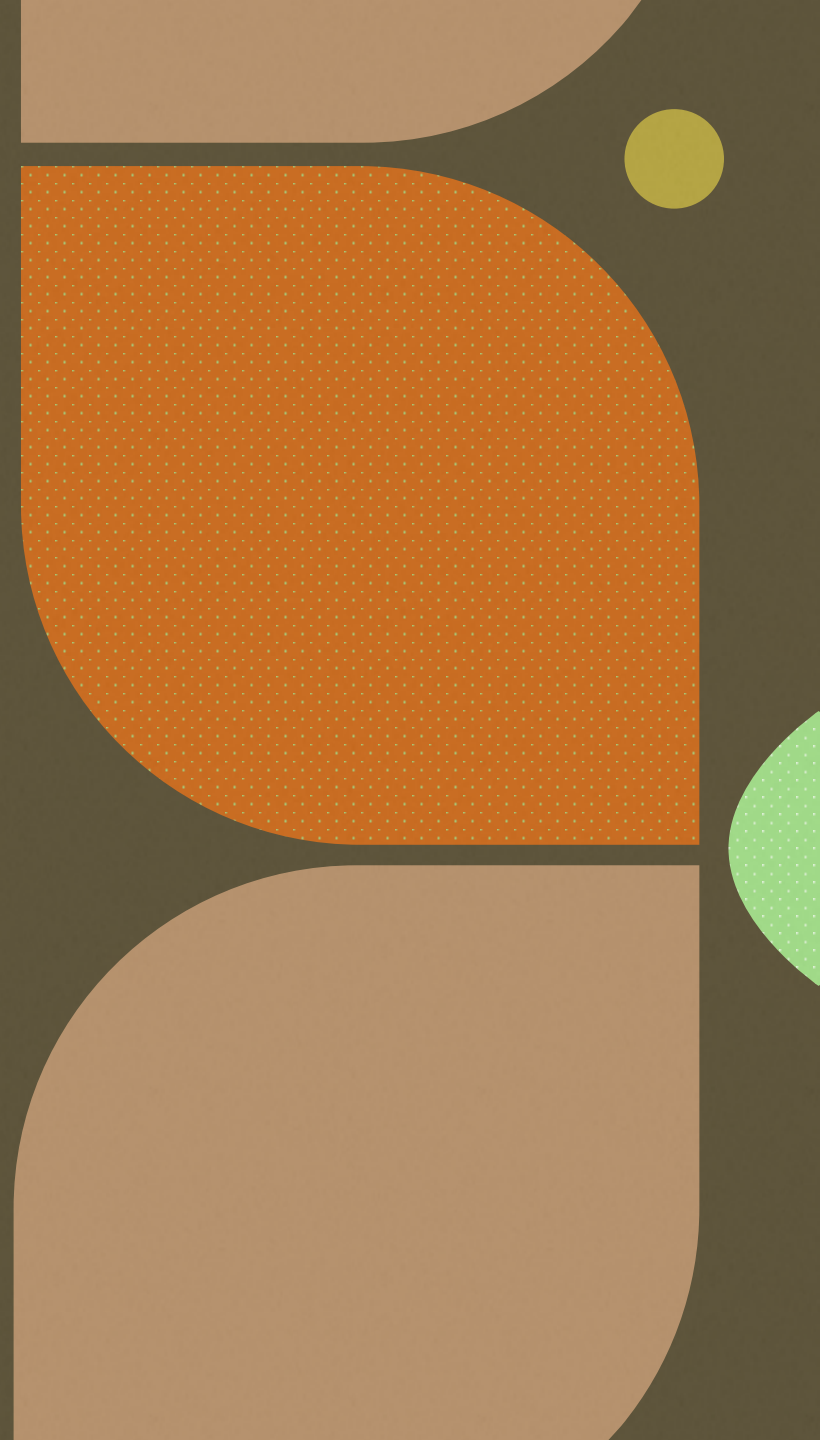


What skills do I need to work as a bank manager?

In the bank industry, I will need to present specific skills.

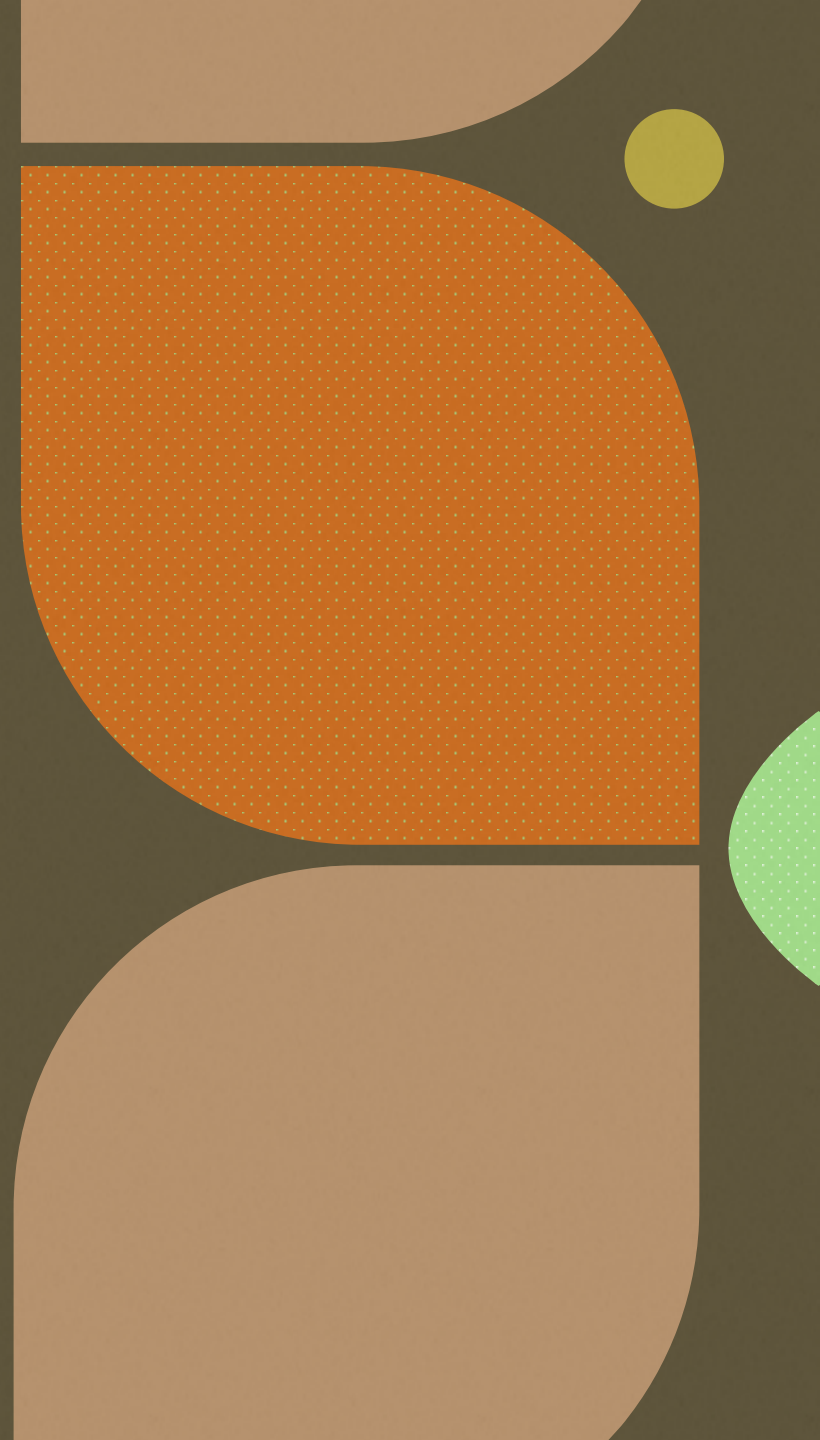
The ability to think from the client`s point of view, to understand customers needs .The manager in that position is probably not the best technical specialist in the sector, but this shortcoming could be compensated with his assistants' proper selection .I can add:

- Numeracy skills.
- Customer service.
- Problem-solving.
- Organisation and time management.
- Emotional intelligence.
- Leadership
- Analytical skills.



The abilities I have will help me start working in the bank sector.

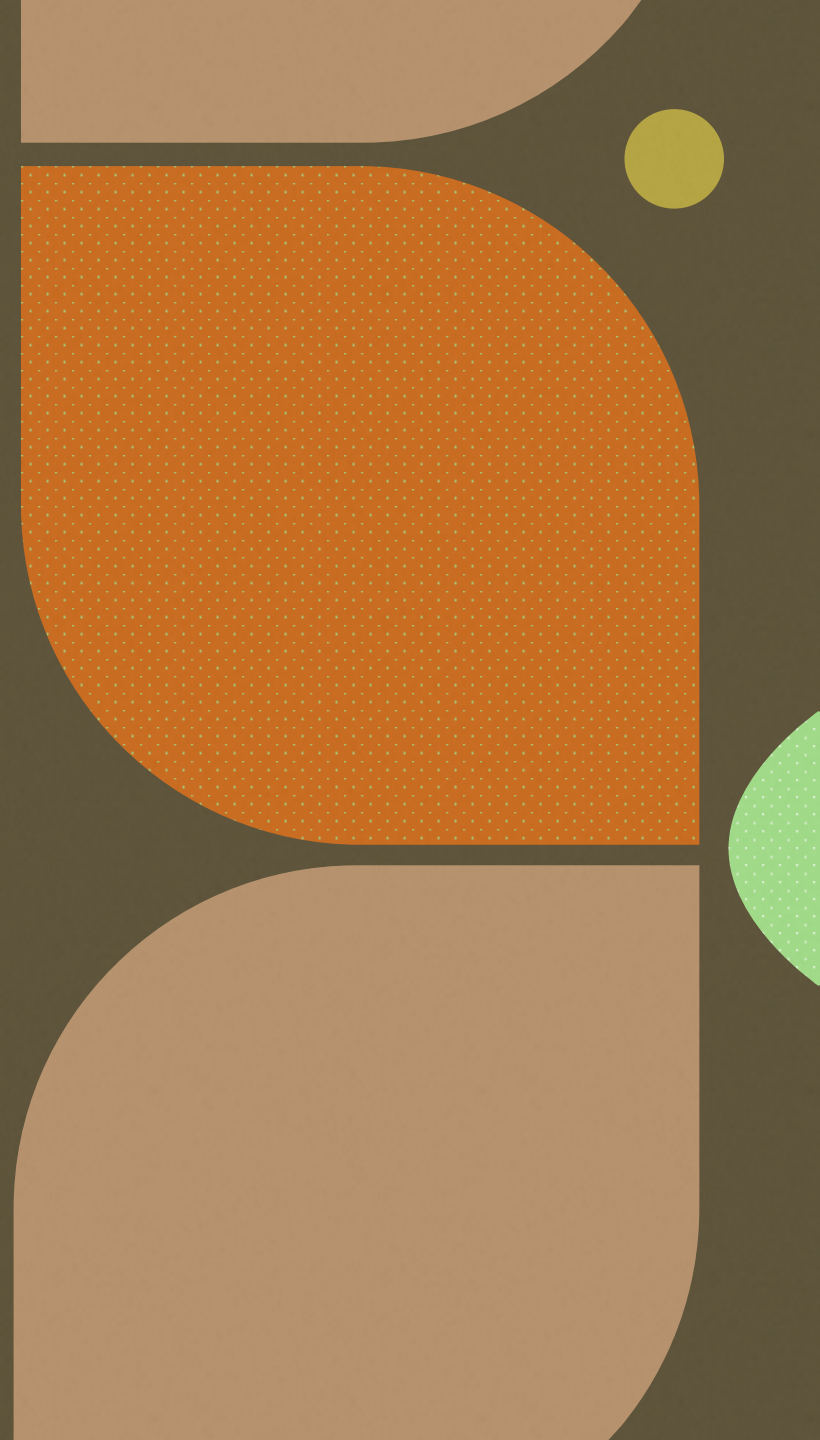
- Communication with the people.
- I am listening to people.
- Transferable skills.
- Personal responsibility.
- I can apply time management and organization.
- Emotional intelligence for making easy decisions.



To be noticed on the bank job market ,I have to work on some of my deficiencies, and they are:

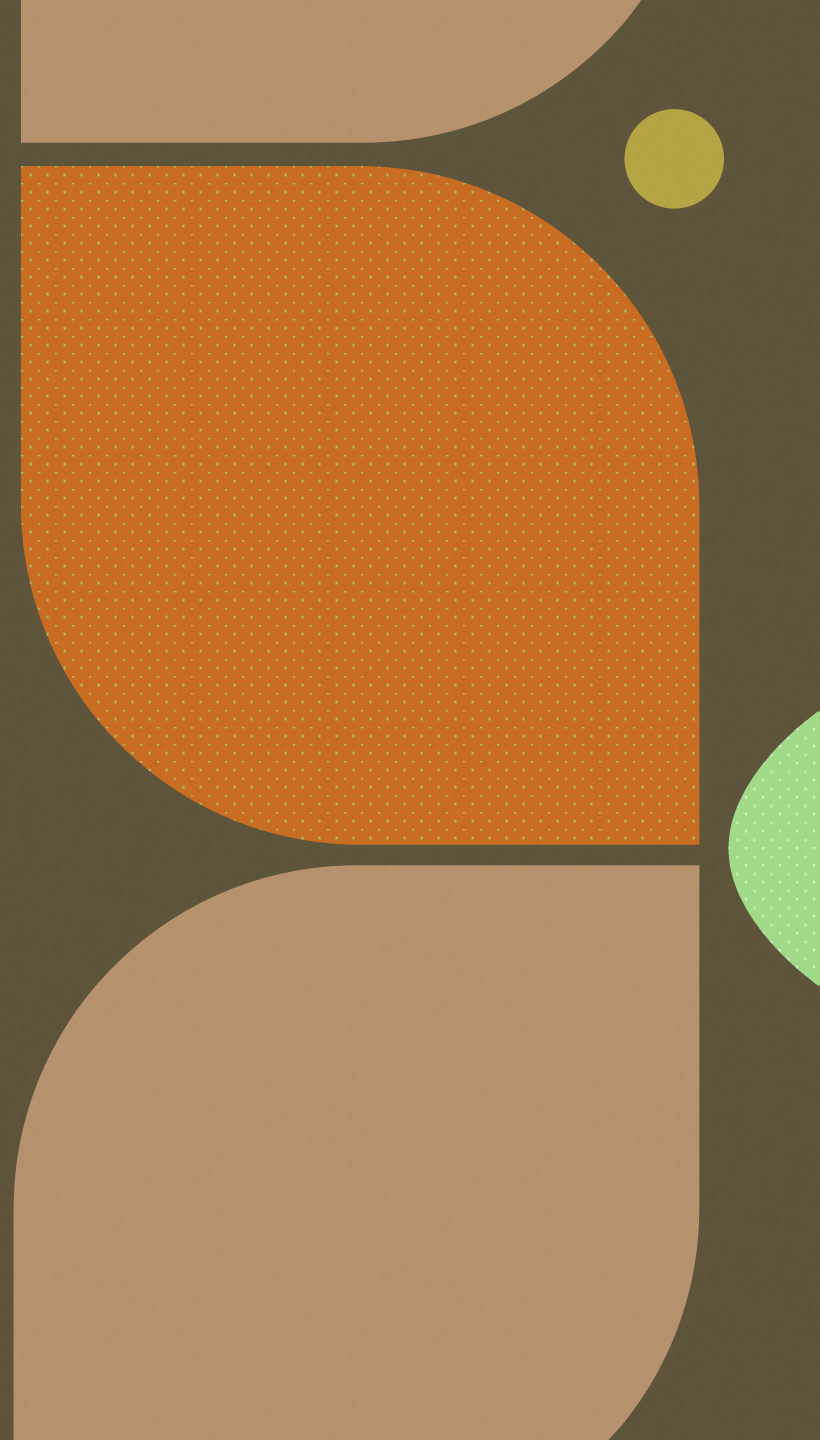
- Not enough experience in Business platforms in the online network.
- My math, I understand ,is not enough for this position.
- Personal impact.
- Technology.
- IT Software.
- Marketing.
- Logical thinking.

All these techniques will be useful for me to do my dream job.



Conclusion

- Thanks to the module with I studying so far and the employment skills, I think I am good for the job market. The strategies I already know I will apply in my work and I reached faster than my dream profession. These modules that I studied in class will help me for a better future because in building and improving my communication like a Leadership, Presentation, Interpersonal, Mathematical, I could work as a manager in the banking sector.



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