



Module Title: Academic And Employability Skills

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Introduction

- Employability skills are the skills that a person needs for a job.
- These characteristics make him or her employable.
- This presentation aims to discuss the skills that are required for choosing a career.
- The skills help to find out the strengths, weaknesses, opportunities, and threats.
- The personality development plan will also be analysed for the further growth of the career.
- The tools that are needed for time management will also be elaborated.



Description of the chosen career

- Choosing human resource management as a career is certainly a good decision.
- The competition in this career is quite high but the career is rewarding.
- HRM has strong employment development (Kerdpitak and Jermsittiparsert, 2020).
- Human resource management has several opportunities as a career option.
- This field is extremely fast-growing.

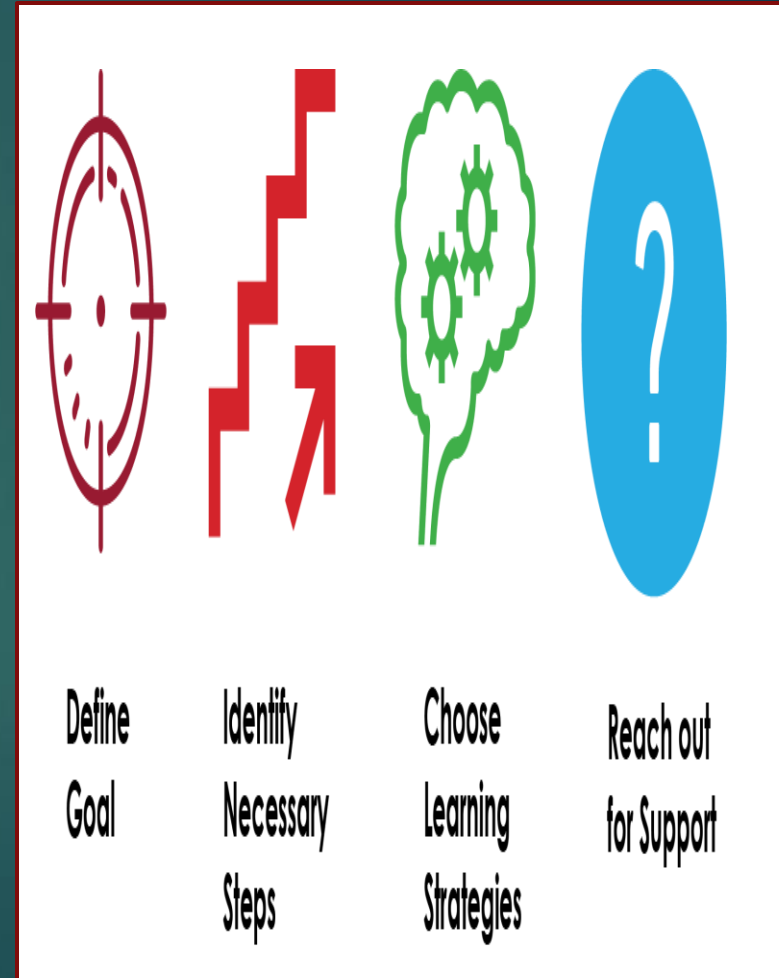
Description of the chosen career (Continued.)

- People can apply for the HRM post in several sectors.
- The field of human resource management has several opportunities (Ababneh, 2021).
- Human resource management helps to maximise employee productivity.
- This department also protects the organisation from any issue that can arise while the workforce is on.



Self-skills Identification

- Every individual obtains several employability skills that are compatible with the requirement of a company or organisation.
- In this part, the discussion will be on my skills of employability that I own to select human resource manager as my career.
- My employability skills have helped me to choose a career in the field of HRM.
- I am quite good at public speaking and presentation. Also, my skills in time management are pretty decent.
- I am knowledgeable in academic writing as well as good in CV writing too.



Self-skill Analysis

- My skills motivate me to stay connected with the members of my team.
- It also helps me to solve problems and work independently.
- My skills also allow me to check on myself and to find out my lack of skills.



Skills required for improvement

- Every person should improve their employability skills in a continuous process (Azmi et al., 2018). Or else, the person can lose strength.
- There are some skills that I need to improve and work on. I believe those skills will help me in my further career.

Personal SWOT Analysis

Strengths

- I like to try new things and new skills.
- I am good at multi-tasking. With excellent time-management tools.
- I have the skill for event management and volunteerism.

Weaknesses

- I often lack in maintaining an interpersonal relationship in times of emergency.
- I often have a problem in writing my cover letter and approach for a job.

Opportunities

- I should grab the opportunity to be a team leader in the project management team.
- I must take the help of any mentors who are offering help in my professional growth.

Threats

- Sometimes situations like financial incapability may be a hindrance to my goal accomplishments.
- Massive competition is there in the field of marketing.

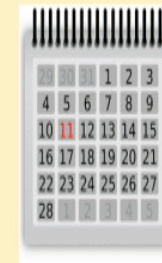
Time management tools

- Time management skill is no doubt one of the best skills one can have. But the person should work on it continuously. Otherwise, the person can lose his or her strength

(Riazi et al., 2020). On the other hand, if these skills get better with time the person can achieve the goal in no time.

- Time management helps to set priority for the particular work.
- The implication of time management helps to develop employable skills.
- It also helps to enhance the skill of planning.
- Time management can reduce personal stress.
- Some tactics help to improve the skill. For that, some tools include note-taking software, calendar, time tracker, and so on.

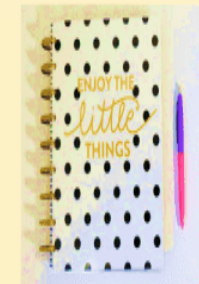
TIME MANAGEMENT TOOLS



CALENDAR



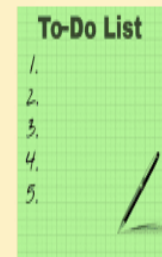
DIARY



PLANNER



BULLET JOURNAL



TO-DO LIST



ORGANISER



NOTEBOOK



PHONE APP

Personal Development Plan

Skills to be achieved	Resources to be needed	Target Date to achieve the skills	Success Indicator
Summarising	• Practice aloud the subject matter. • Try to develop to express words in minimum words or sentences. • Take notes in a concise manner.	3 months	The time when I will read a whole text and make it understand with some points, I will be successful in generating this skill.
Organising Study	• Dedicate a particular workspace. • Use of checklists and other inspection tools. • Note-taking templates.	7 months	A strong sense of doing the work within the deadlines will indicate that I have done my study in an organised way.
Using the library and gathering information	• Knowledge of the availability of different textbooks, notes, journals and other supporting materials.	6 months	I can take the help of the references on finding the exact locations of it from the library will finally develop my skill.
Paraphrasing	• Development of vocabulary with extensive reading.	6 months	When I am able to write the project or other notes to reflect my ideas, I can feel that I am succeeding in writing paraphrases.
Cover letter writing	• Take help from mentors and guides. • Develop academic writing and cv writing skills.	2 months	As soon as I get calls for the interview in my the final year of placement, I will be successful in writing an effective cover letter.

Conclusion

- The presentation has focused on the employability skills that are required for choosing a career.
- A personal development plan is also done.
- Some tools for time management are identified.

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