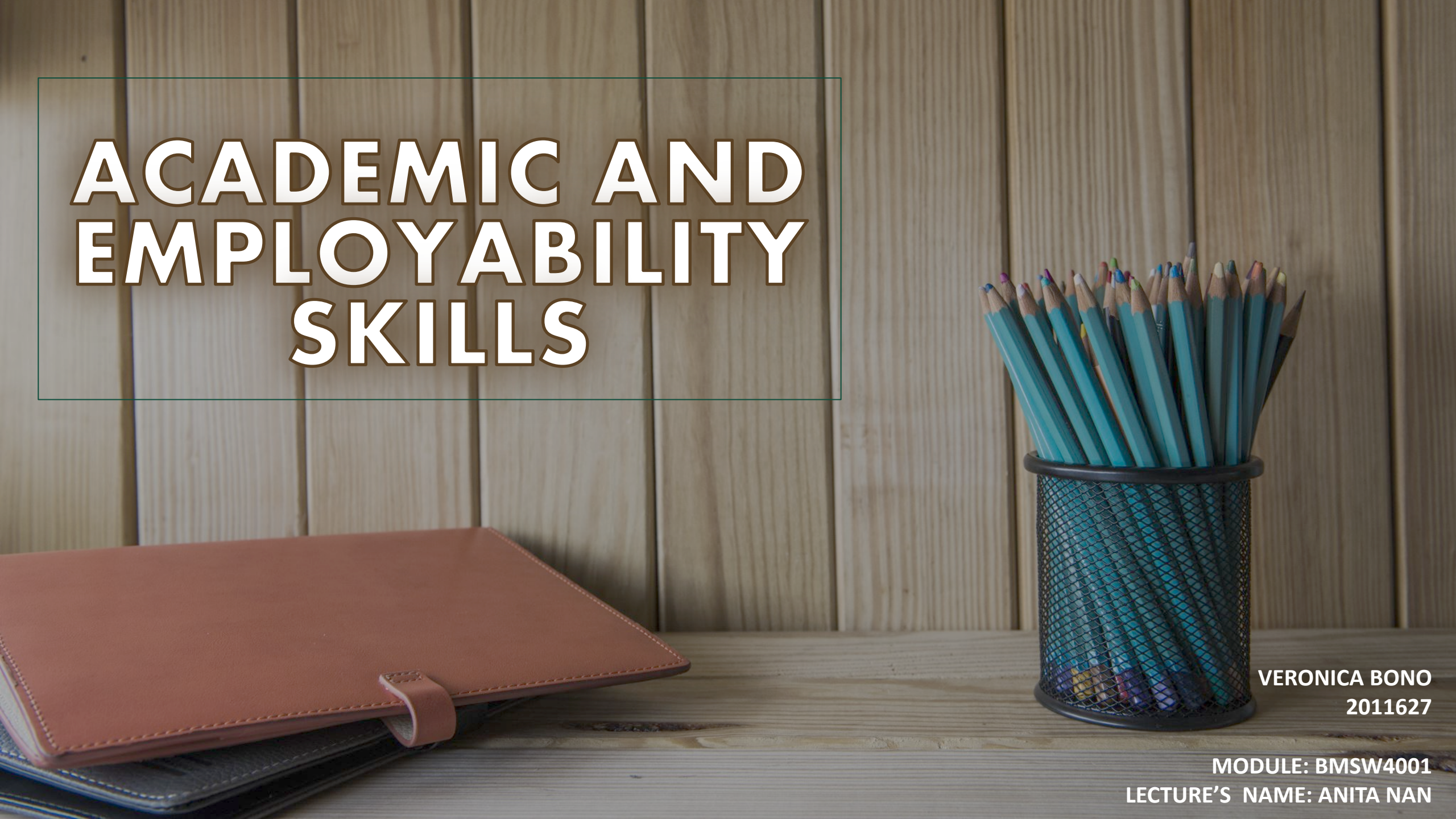
ACADEMIC AND EMPLOYABILITY SKILLS



VERONICA BONO
2011627

MODULE: BMSW4001
LECTURE'S NAME: ANITA NAN

OVERVIEW

- Swot analysis
- 1 Time management
- 2 Public speaking
- 3 Commercial awareness
- 4 Cv Writing
- P.D.P
- Conclusion
- References

SWOT analysis

STRENGHTS

Notes taking

Commercial awareness

Teamwork

WEAKNESSES

Time management

Public speaking

OPPORTUNITIES

Time saving, memorize, organize the ideas

New ideas, bring value to the company

Good relations with the team

THREATS

Not meeting deadlines, wasting time

Be undervalued, unclear concepts

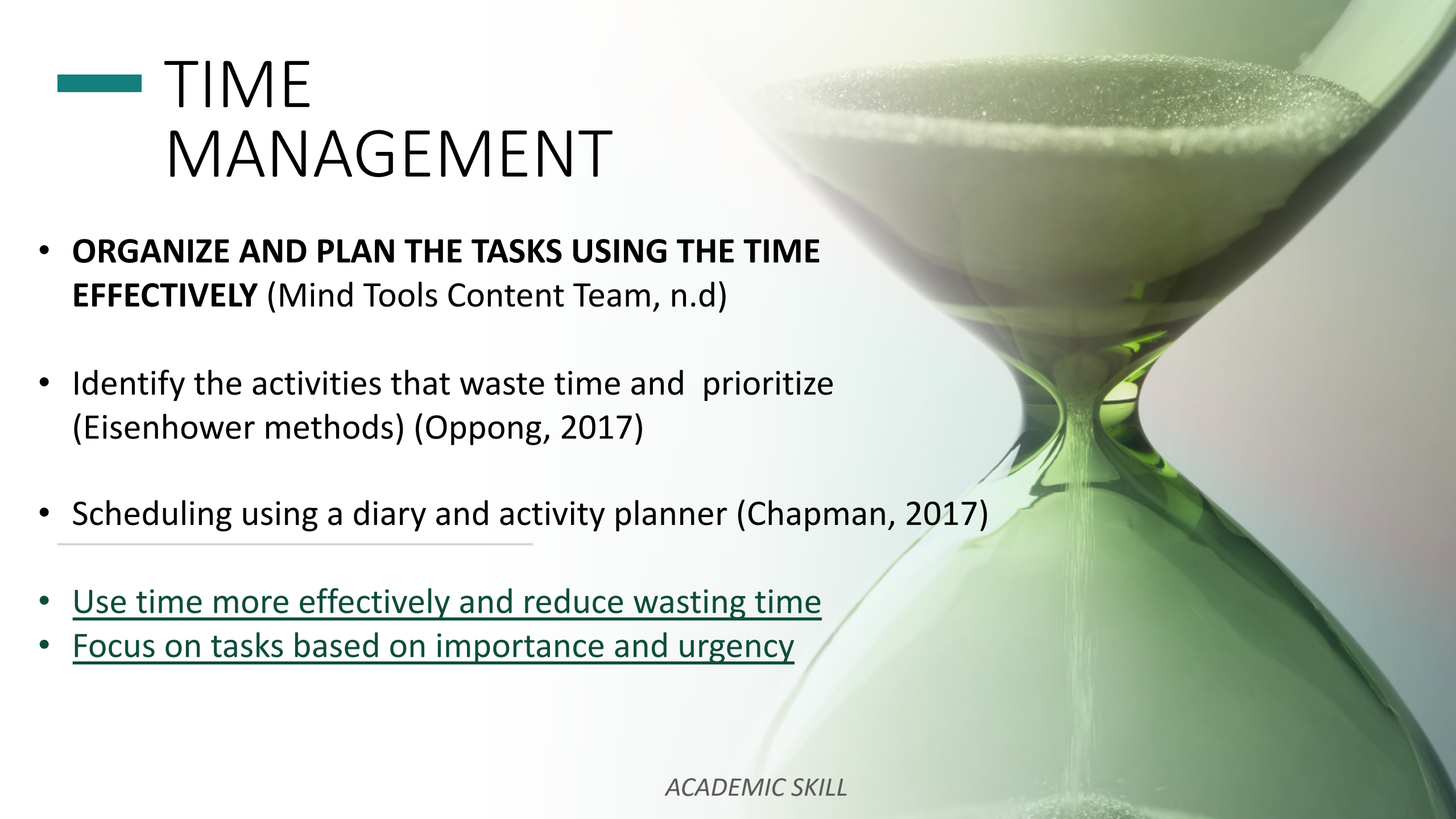
TIME MANAGEMENT

- **ORGANIZE AND PLAN THE TASKS USING THE TIME EFFECTIVELY** (Mind Tools Content Team, n.d)

- Identify the activities that waste time and prioritize (Eisenhower methods) (Oppong, 2017)

- Scheduling using a diary and activity planner (Chapman, 2017)

- Use time more effectively and reduce wasting time
- Focus on tasks based on importance and urgency



PUBLIC SPEAKING

- **PERFORMING A SPEECH IN FRONT OF AN AUDIENCE.**

(Barnard, 2018)

- Get the audience involved by encourage the people to ask questions (SkillsYouNeed, n.d)

- Project the voice, the vocabulary and the body language (SkillsYouNeed, n.d)



- Build credibility and reputation in my future team
- Give a clear message to the people

EMPLOYABILITY SKILL

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COMMERCIAL AWARENESS

- **UNDERSTANDING BUSINESS INDUSTRY OPERATIONS AND DEVELOPMENTS MAKING IT SUCCESSFUL** (MindToolsVideo, 2019)

- Keep up to date through researching (Sexton, Vall Naves, 2020)

- Get information from people on the net (Nicholson, 2020)

- Make better and smarter decisions based on my knowledges
- Stay one step ahead of other companies



EMPLOYABILITY SKILL

CV WRITING

- **DOCUMENT SHOWING THE QUALIFICATIONS FOR EMPLOYMENT**

(Mckay, 2020)

- Write a professional Personal statement (Woo *et al*. 2019)
- List Individual tasks (Woo *et al*. 2019)

- Make a suitable presentation to apply for a job

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Personal Development Plan

TIME MANAGEMNET

- Using Eisenhower methods to prioritize my tasks
- Analyzing my most productive hours
- Creating daily schedules

PUBLIC SPEAKING

- Reading books about Public speaking
- Practicing to speak in front of people
- Practicing and working on my voice and its elements.

CONCLUSION

- Analyzed which skills will be useful for my career
- Reported my strengths and weaknesses
- Plan to improve my skills of time management and public speaking

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QUESTIONS?





THANK YOU!