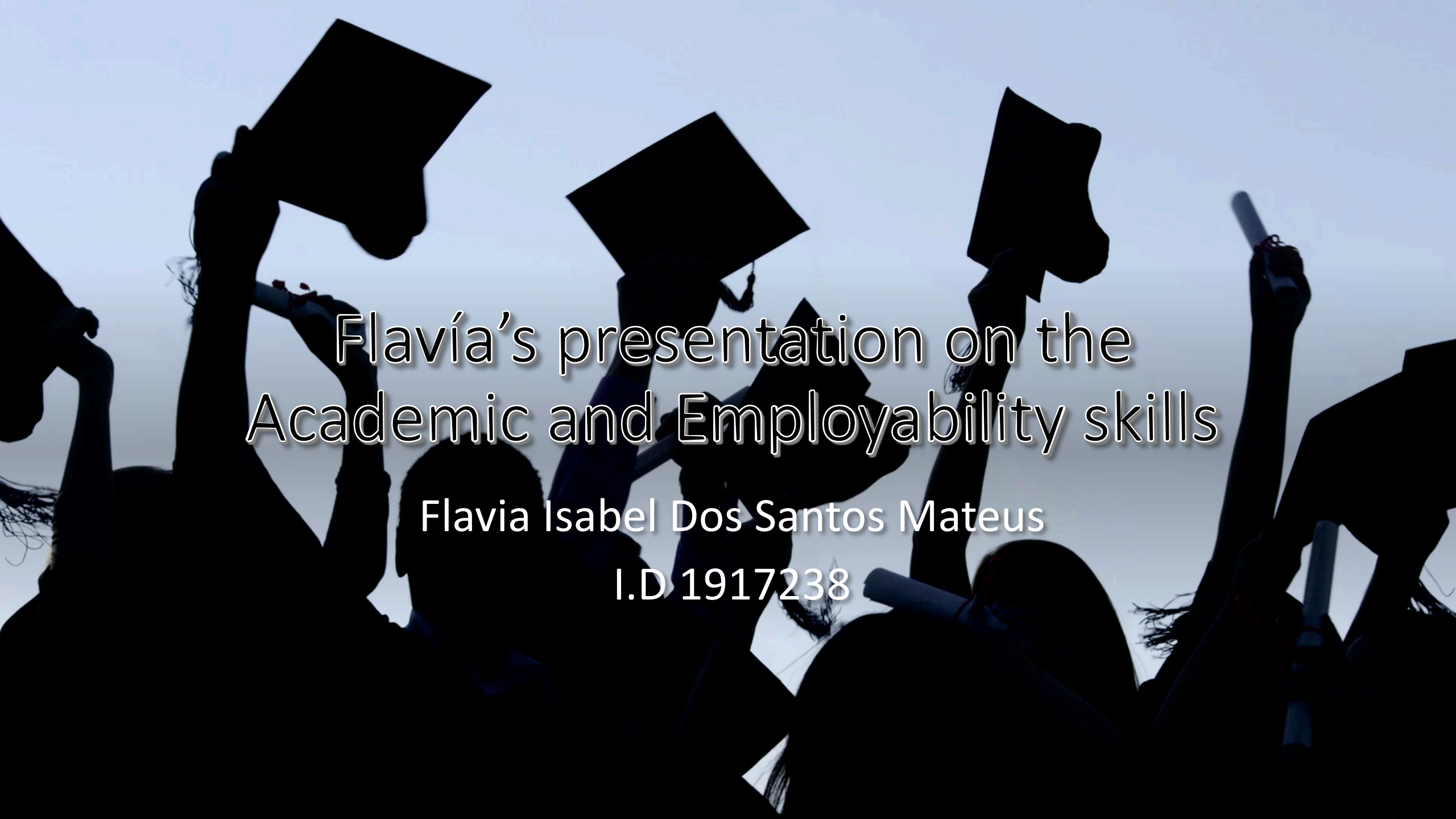


The background of the slide features a low-angle, silhouette-style photograph of a group of graduates. They are captured in the middle of a celebratory act, with several black mortarboard caps being tossed into the air. Their arms are raised high, and some are holding rolled-up white diplomas. The scene is set against a pale, clear sky, creating a high-contrast, celebratory atmosphere.

Flavía's presentation on the Academic and Employability skills

Flavia Isabel Dos Santos Mateus

I.D 1917238

Learning Target

Following the completion of my presentation my peer and lectures and everyone present here today will be able to thoroughly recognize;

- ❖ What are the Academic and Employability Skills.
- ❖ What are the skill employers are pursuing.
- ❖ SWOT Analysis
- ❖ Last but not least PDP

Introduction

I first became interested in the Human Resource industry upon watching “Cleaning up,” (Cleaning Up (TV Series 2019–) - IMDb, 2021).

I will be presenting how would handle my daily administrative responsibilities in the HR sector within the organization of my choice.

I will be discussing my responsibilities as I’ve mentioned as well as the skills that are essential at the workplace.

Also, how I am utilizing many tools that I have obtained from this course to achieve success as this is a very personal aim for me.

You graduated....

What Now?

Notes: You achieved success by passing and completing all your Assignments and with your hard work, Lecturers support you Graduated now your left with one question



(Coronavirus: what now for soon-to-be graduates?, 2021)



Pick me!

(Best Shrek Pick Me GIFs, 2021)

Human Resource Assistant

My chosen profession



Human Resources Assistant (12 months ftc)

Job no: 499174

Work type: Fixed- Term – Full Time

Location: Waterloo, SE1

Department: Human Resources

Salary: £27,071 - £30,000

Apply now

Job specification

(Human Resources Assistant (12 months ftc), 2021)

Skills Required

- ❖ Scheduling
- ❖ Communication
- ❖ Customer Service
- ❖ Team Work
- ❖ Project Management
- ❖ Performance Management
- ❖ Human Resources Information Software (HRIS)
- ❖ Workers Compensation

Bonus Skill

- ❖ Technological aptitude



Academic And Employability Skills

1. Academic Skills are made up of core competencies such as;

- ❖ *Academic writing*
- ❖ *Presentation Skills*
- ❖ *Referencing*
- ❖ *Critical thinking*
- ❖ *Reflective Practise*

2. Employability skills are skills obtain through a job such as retail job

- ❖ *Customer Service*
- ❖ *Team work*
- ❖ *Listening Skills*
- ❖ *Time Management*



Skills related to HR Assistant Role

- ❖ Communication
 - ❖ Team Work
 - ❖ Project Management
 - ❖ Performance Management
 - ❖ Human Resources Information Software (HRIS)
 - ❖ Workers Compensation
- 

Skills Contrast

Skills Required	Skills I have
❖ Scheduling ❖ Communication ❖ Customer Service ❖ Team Work ❖ Project Management ❖ Performance Management ❖ Human Resources Information Software (HRIS) ❖ Workers Compensation ❖ Technological aptitude	❖ Scheduling ❖ Communication ❖ Customer Service ❖ Team Work ❖ . ❖ . ❖ . ❖ . ❖ .

SWOT Analysis –

Strengths 1. Communication Skills 2. Decision Making 3. Problem Solving	Weaknesses 1. Time Management 2. Leadership Skill
Opportunities 1. At University of Wales Trinity Saint David there are many opportunities to apply for jobs that can give me the experience that I may need. 2. I am currently studying Skills for the workplace which will help me further improve the skills that I will need for the workplace. 3. I currently have most of the Skills needed. 4. I have the passion and strive needed to motivate me to do all that I can to become a successful candidate.	Threats 1. I am lacking experience within the HR department which means that I will have to gain as many skills I can and ask for extra support to make sure am doing all that I can to achieve a position 2. We are currently Online studying which means a lot of the time am alone with no access to library so my weakness is that I may not feel highly confident with applying for HR assistant role.

**Time
Management**

I am always late.
I am really bad with
time.

I will set an alarm
and a timer is
needed.
Buy a diary write it
down and get it
done!

Feb 21st 2021

Leadership Skills

I tried to lead and
am really bad
people don't take
me seriously.

I will make sure that
I follow through NO!
is NO! Do not feel
sorry every time and
know when am
being played. Talk
and express my
honest opinion.

March 1st 2021

PDP (Personal and Professional Development Plan)

In Conclusion



The purpose of this presentation was to outline key skills that I will need in order to becoming a successful candidate for the job role of my choice Human Resources Assistant was my choice. I have analysed and also explained the skills needed how I can obtain them and how I have also set goals which I can also say I have been successful in completing them.

I will do my outmost best to continue applying what I am learning in class in my day to day, including in my dealing with family members and my amazing Group 7 peers.



THANK YOU



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