

Academic and Employability Skills

BMSW4001

Student Number 2019781

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Introduction

- ▶ Verbal and Written Communication
- ▶ Academic Knowledge & Skills
- ▶ Skills of Employability
- ▶ Technical Skills
- ▶ Understanding proper learning and analysing tools along with its application.

Written and Verbal Communication

- ▶ Sharing ideas and developing writing skills.
- ▶ Aspects of oral communication.

Academic Skills and Qualities

- ▶ Good spoken English along with non-verbal communication.
- ▶ To improve the analysis of data and reasoning.

Employability Skills

- ▶ Exceptional factor of creativity and professional ethics maintenance.
- ▶ Aspects of leadership skills.

Technical Skills

- ▶ Computer knowledge and its skills.
- ▶ Involvement in projects.

SWOT Analysis

Strength

- ▶ Very less or no grammatical errors.
- ▶ Professional and creativity ethics.
- ▶ Skills in computer.

Weakness

- ▶ Verbal communication issues.
- ▶ Less mathematical knowledge.
- ▶ Very less or no skills in leadership.

SWOT Analysis (cont.)

Opportunity

- Improved accuracy in writing skills.
- Learning advanced computer skills.

Threat

- Below grade verbal communication qualities.

S.M.A.R.T. Objectives

- ▶ Specific- Necessity of improving verbal skills;
- ▶ Measurable- Proper analysis the degree of change;
- ▶ Achievable- Setting proper target to achieve;
- ▶ Relevant- Enhancing of the verbal skills;
- ▶ Time bound- To meet the target within next quarter of the year.

Recruitment Based on My Key Skills

- ▶ Content creator;
- ▶ Editor in magazine;
- ▶ Creative assistant director.

Conclusion

To assess the skills that are required for being eligible for the mentioned job roles. Therefore, the set of skills possessed by me will suit the job roles and will help the organisation to develop in the future.

References

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Thank You