

Academic And Employability Skills

CertHE Skills for the Workplace

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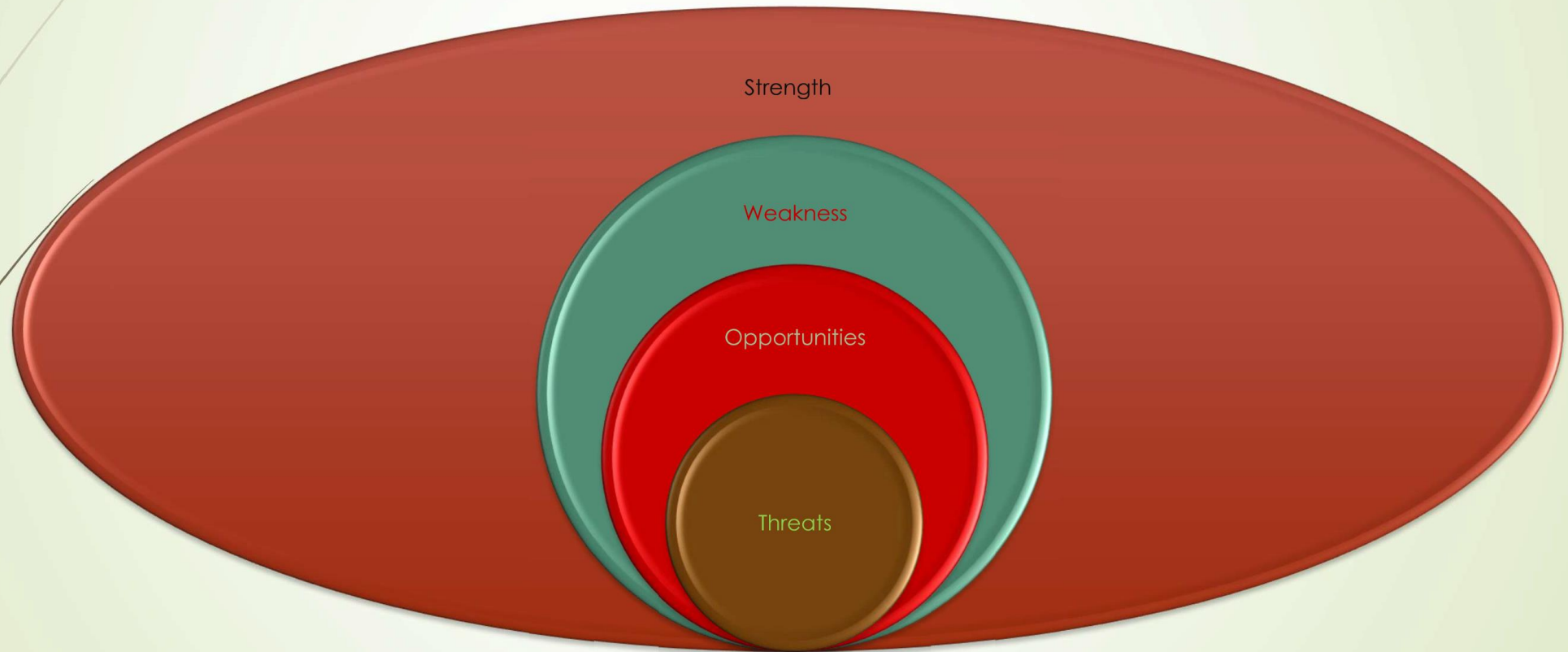
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Module BMSW4003

Assignment Title: ACE Practical Portfolio

Time Management/ Organising study

Aspects to work towards using SWOT



Personal SWOT Analysis

Personal SWOT Analysis			
SKILLS	ACTION	IMPLICATION	TIMEFRAME
ORGANIZATIONAL	Gathering relative aspects of my work	Organization of work developed and put into correct stages/order	6 Months
STRUCTURED WRITING	Read more within my area of interest	Taking time to proof read personal reviews and make adjustment	6 Months
LEADERSHIP	Focus on my projects, do what feels right	Become clearer in regards to communication	1 Year
TIME MANAGEMENT	Create study plan structure to work from	Follow the time table that you set for yourself	6 Months

Strengths

Confident in what I know
Wide knowledge of many subjects
Work well alone or in a team
Obtained lots to share with Mankind

Weaknesses

Weak time management
Organization could do with upgrading
Becoming more motive
Thinking before making decisions

SWOT

Opportunities will be made as I complete the goals I have set for the future

Opportunities

Threats

Threats are making sure I do not overwork and not allowing too much distractions to stop progress. Knowing when to share with right people



Development

- Get into a better study pattern
- Time management needs attention
- Get to bed before 11pm
- Start to trust people more
- Accept help and ask if really need



Skills - Experiences

Resourceful

Willing to learn new things and ways of doing things

Recover quickly

Various people skills/customer service/Mentoring

Managed several retail premises

Self employed history

Reflective Teacher Model

