

BMSW4001

Student name	Student ID
Alexandra Plumb	2007923

Name of the Lecturer : **Lloyd Beharry**

Name of University : **University of Wales Trinity Saint David**

Presentation data : **04/12/20**



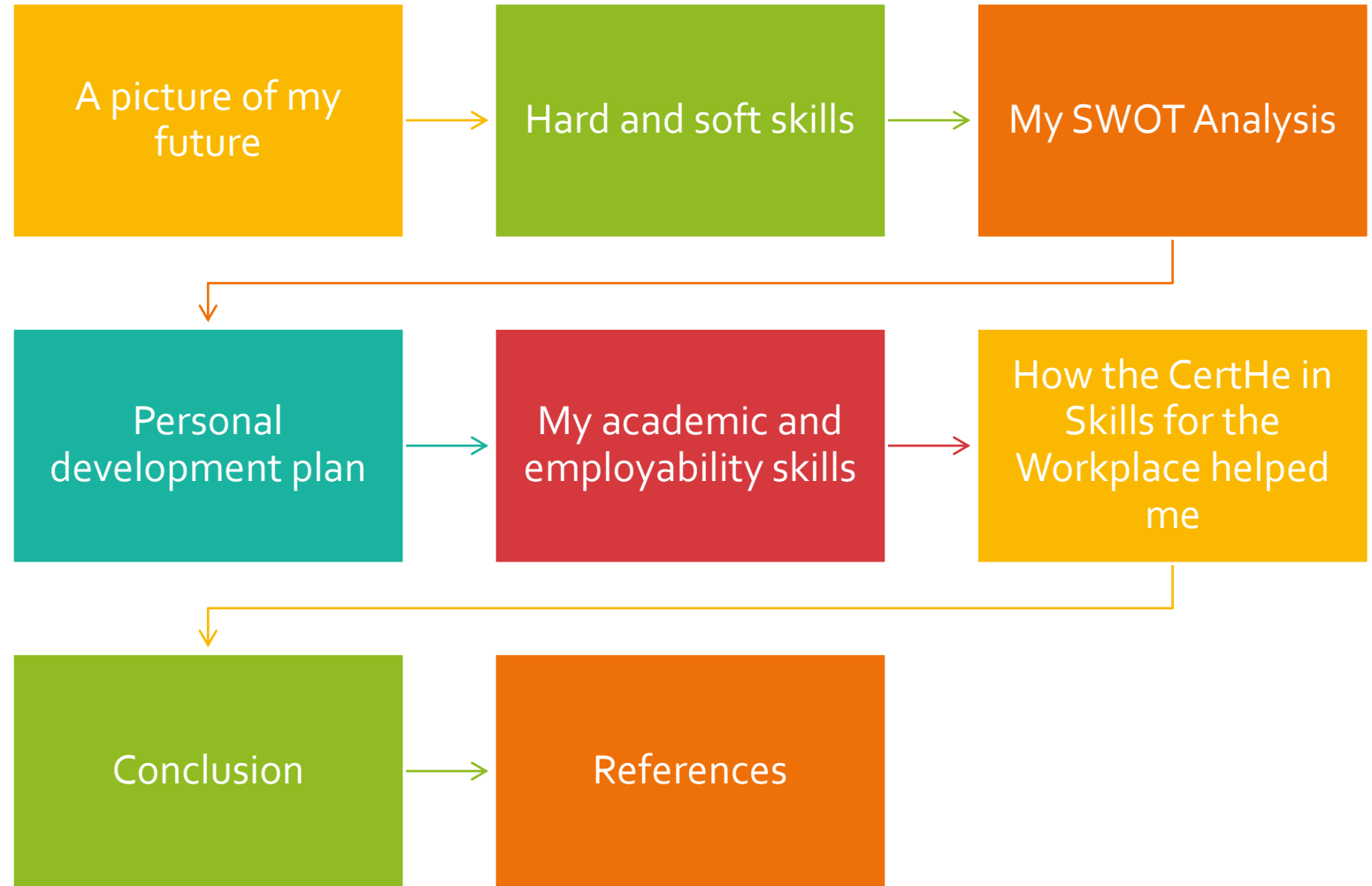
Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

My intended career

ALEXANDRA PLUMB



Content

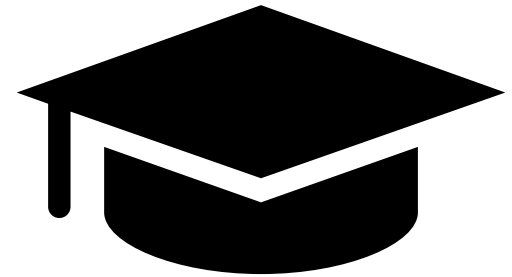
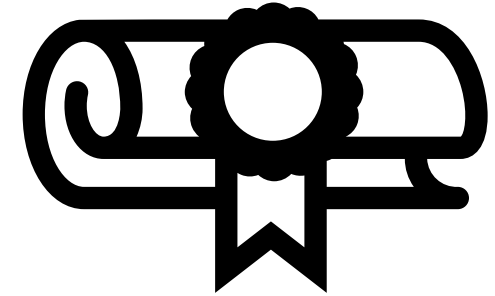


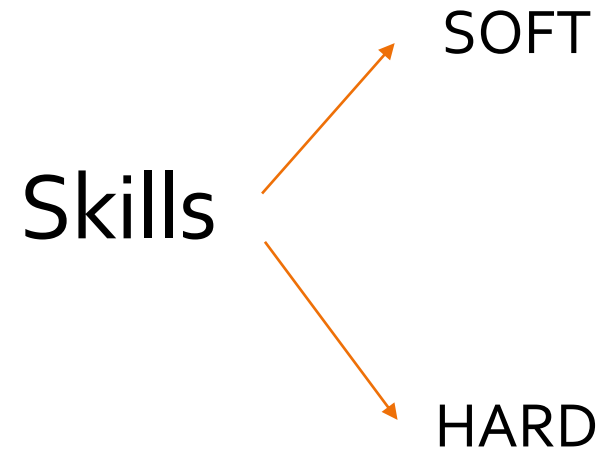
A picture of
my future

Certificate of Higher
Education in Skills
for the Workplace

Human Resources
Management
Degree

HR position in a
Company

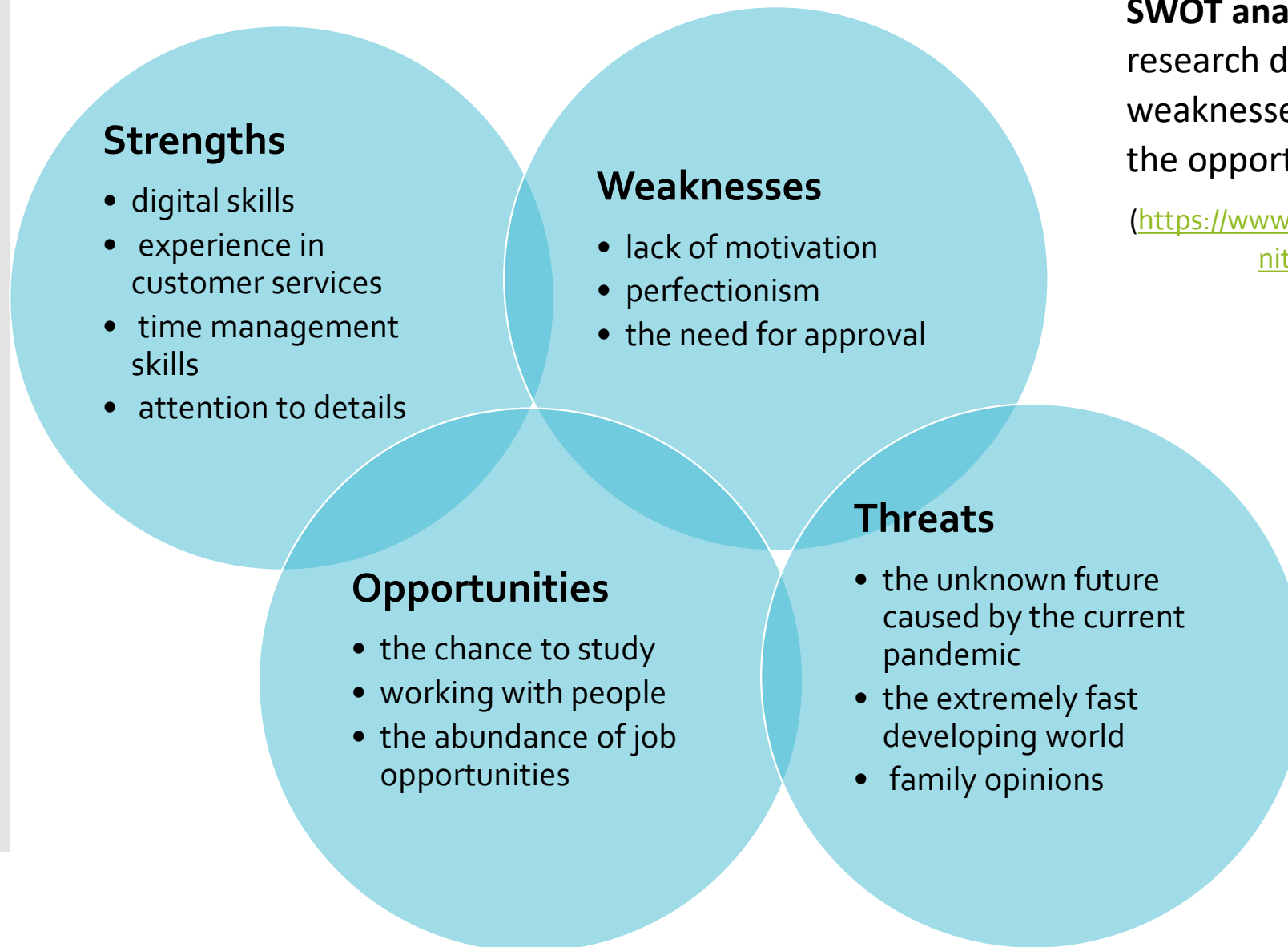




- Soft skills= people's skills, which you already have, and you just need to improve them (e.g. adaptability, management skills, working well in a team)
- Hard skills= can be developed in school or after a job training.

(Majid et al., 2019)

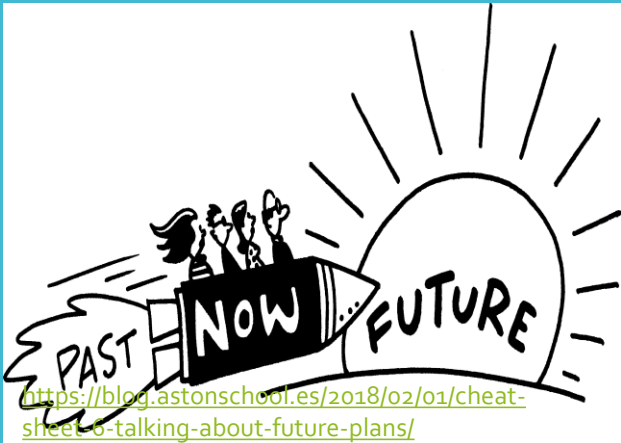
SWOT Analysis



SWOT analysis= represents the research done in order to find your weaknesses and your strengths, and the opportunities and risks involved.

(<https://www.oxfordlearnersdictionaries.com/definition/english/swot-analysis>)

Personal development plan



Job: <i>Department of Human Resources</i>	What do I need to do for it:	How long it will take to do it	The obstacles:
Skills required: -good communication skills -management skills -work well with people -business knowledges	Education: -Human Resources Management degree Practice: -volunteering -internship in a company	-3 years -during the studies -6 months	-money -time

My academic and employability skills

My skills before

- Formal Writing skills
- Attention to details
- Creativity
- The ability to work well under pressure

Skills gained during the course

- Academic writing and communication skills
- Presentation skills
- Time management skills
- Organisational skills
- Researching and referencing skills
- Team working skills
- Prioritising skills

(Morgan, 2017)

How the CertHe in Skills for the Workplace helped me

- I gained digital skills
- I learned how to discover my strengths and my weaknesses
- I understood the importance of writing and speaking correctly
- I learned how to build my own Personal Development Plan
- I understood the importance of a cover letter when applying for a job

Conclusion

- In conclusion, with hard work and dedication I believe that in 5 years my future will look as described in this presentation.

References

- Majid, S., Eapen, C.M., Aung, E.M. and Oo, K.T., (2019). The Importance of Soft Skills for Employability and Career Development: Students and Employers' Perspectives. *IUP Journal of Soft Skills*, **13**(4), pp. 7-39. <https://www-proquest-com.ezproxy.uwtsd.ac.uk/docview/2330760547?OpenUrlRefId=info:xri/sid:primo&accountid=130472> last accessed 28/11/20
- Morgan, P. (2017) *The Business Student's Guide to Study and Employability*, London, SAGE Publications Ltd
- SWOT analysis definition
<https://www.oxfordlearnersdictionaries.com/definition/english/swot-analysis> last accessed 22/11/20
- <https://blog.astonschool.es/2018/02/01/cheat-sheet-6-talking-about-future-plans/> last accessed 23/11/20