

ACADEMIC AND EMPLOYABILITY SKILLS (BMSW4001_LON)

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INTRODUCTION

- I am a hardworking person
- I am very ambitious and very good organised
- I am student at University Of Wales Trinity Saint David
- I work part-time at one romanian shop Freshland as a cashier
- I have experience in tourism and food , and retail assistant, (restaurant and receptioner,shop)

SKILLS AND TYPES OF SKILLS

- Skill: The ability to do something well.

Types:

-Adaptive skills (Ad)

- Help us to cope ,shape attitudes ,govern out interpersonal interactions and determine how manage ourselves.

-Academic skills(Ac)

- Skills that are developed and used for study

-Transferable skills(T)

- Skills that can be moved between different situations

-Job-related skills (J)

- Situation specific ,acquired

SWOT ANALYSIS



STRENGTHS

- Ambitious
- Hardworking
- Creativity
- Education
- Work Experience

THREATS

- Competition in terms of the pandemic situation

WEAKNESSES

- Lack management course
- Lack IT skills

OPPORTUNITIES

- Positive trends in my field
- New management positive advertised at my work

Personal Development Plan

Definition:

PDP is the process of creating an action plan based on awareness, values, reflection, goal-setting and planning for personal development.

The PDP (personal development plan), also called an ***IDP*** (individual development plan) or a ***PEP*** (personal enterprise plan).

The PDP cycle → ↓



CARRER PLAN

- Definition:

Carrer development plan is a personalizes strategy used to assist employees in achieving their career goals.

- How I can creating a career development ?

1. I need to identify employees that I think is ready for career advancement.
2. Set a metting and expectations with you employee.
3. Personalize each plan based on the individual employee.
4. I need be flexible.
5. I need create an actionable plan and follow through.

- What I don't need to do when i create a carrer development plan.

1. I don't need to make any promises
2. I don't do the job for them.
3. I need to be attempt at my local HR laws.

- References:

- 1. Chinoperekweyi, Justine (2017). Notion Press
- 2. SWOT Analysis: Discover New Opportunities, Manage www.mindtools.com. 2016.
- 3. Dess, Gregory (2018). Strategic Management. United States: McGraw-Hill. P.73.

Books:

- The small print of success: the little details that will make a big difference to your career. David Tompson

London: Marshall Cavendish Business, 2012