

Evaluation of My Employability Skills

MODULE: BMSW4001

GROUP 2

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Introduction

- ▶ Employability skills are transferrable skills necessary for job placement (Hind and Moss, 2017)
- ▶ They enhance technical skills of individuals in any professional field (Saunders and Zuzel, 2017).
- ▶ The skills enhance increase in production in any firm
- ▶ This presentation aims at analysing my employability skills that I already have and those I need to develop that I can apply in the field of IT engineering
- ▶ It further evaluate my strengths and weaknesses with incorporation of SWOT analysis techniques
- ▶ It will also present my personal development plan to evaluate on skills I need to develop and improve on.

Professional Field

- ▶ My area of specialisation is IT Engineering industry for future job placement
- ▶ It involve controlling and managing firms computerised systems (Bowen, 2016)
- ▶ My employability skills will guide me to enhance proper IT engineering for my future job placement



My Employability Skills

Communication and Interpersonal Skills

I have the ability to effectively communicate orally and in writing a skill that can guide me in addressing and accomplishing my set goals

I have improved listening ability to enhance my capacity to comprehend and understand the need of the issues at hand

Problem Solving Skills

I have the ability to analyse a situation to identify the problem arising

My effective communication and listening skills is influential in my capacity to solve problem effectively.

My Employability Skills (Cont.....)

Other employability skills include (Chase et al., 2018):

Numeracy Skills

I have the capacity to use facts and numbers to evaluate various numerical problems in a firm

I have improved listening ability on literacy and numeracy skills to enhance my computation skills and tasks requiring mathematical skills

Team Work and Time Management Skills

I am flexible enough to adopt to various changes in the business environment and to solve tasks with allocated time.

I do believe in team work and networking, ability that enhance coordination and cooperation in an organisation.

Skills I need to Develop

The employability skills I need to development to enhance my professional and job placement include(Chase et al., 2018):

- Organisational Skills
- Negotiation Skills



SWOT Analysis

STRENGTHS

- Ability to work and cooperate with people
- Strong leadership and time management skills
- Good organising skills
- Effective Communication and interpersonal skills

WEAKNESSES

- Poor negotiation skills
- Ineffective marketing skills
- Lack of work experience
- Weak computer competencies

OPPORTUNITIES

- Training and development
- Career and professional development
- Ability to personal networking
- Incorporation of innovation in an organisation

THREATS

- Stiff competition in my professional field
- Inefficiencies of job opportunities for career advancement
- Limited access to training on career goals

My PDP

Skills to be Developed	Action Plan	Resources Needed	Time-bound
Developing organisation skills	Organising various group work to demonstrate this skill	Lecturer notes and online tutorials	Period of 3 weeks
Developing negotiation skills	Organising selling competition to enhance negotiation and persuasive skills	Training and online articles	One month
Time management skills	Organising group evaluation test with set time of completion	Documents available online and Lecturer notes	One month

My PDP(Cont....)

Skills to be Developed	Action Plan	Resources Needed	Time-bound
Improving communication and interpersonal skills	Organising various group work to demonstrate this skill to allow each member to speak as others listen carefully	Lecturer notes and online tutorials	One month
Improvement of Numeracy Skills	The development of my numeracy skills is an essential aspect of numeracy because it enables me to have the ability to use evidence and statistics to evaluate or demonstrate a point of view	Documents available online and Lecturer notes	One month

Conclusion

- ▶ Employability skills are necessary to effective job placement
- ▶ They enhance increase in productivity in organisations
- ▶ In addition, the skills enhance employees performance to achieve set objectives
- ▶ Evaluation of these employability skills will enhance my career development in my professional field
- ▶ The evaluation of my strengths and weaknesses with incorporation of SWOT analysis is essential to guide on areas of improvement to enhance career path
- ▶ Therefore, evaluation of employability skills should be enhanced by various employers to assess employees competencies.

References

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THANK YOU!