

ACADEMIC AND EMPLOYABILITY SKILLS



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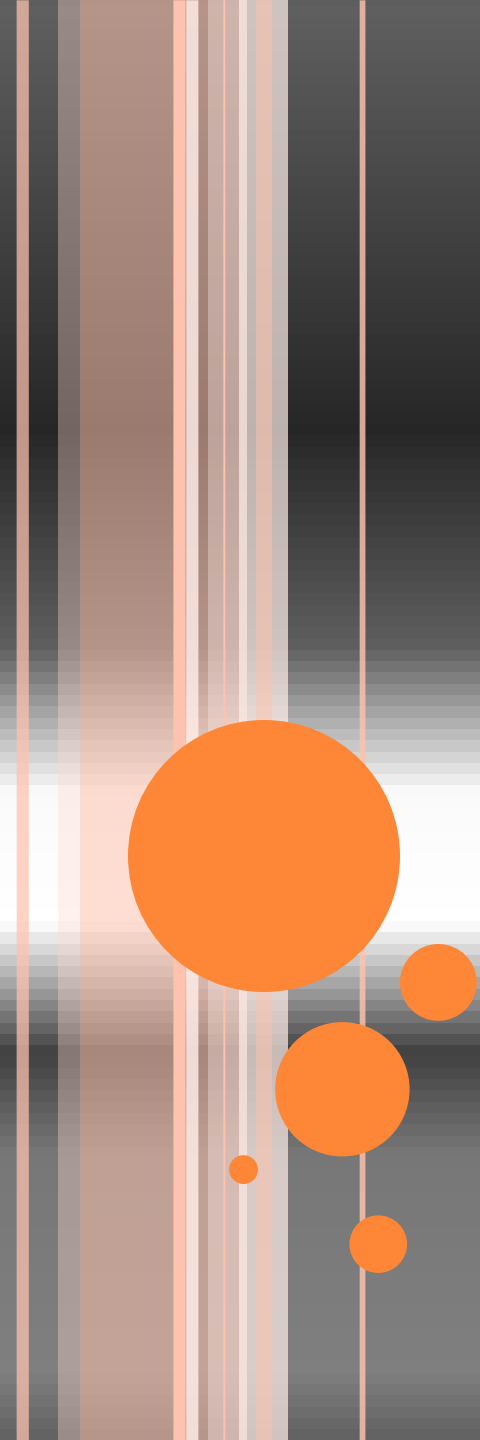


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Lecture: Mr
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SKILL DEVELOPMENT

TABLE OF CONTENT

- Focusing on the skills gained during the course
- Benefits of gained skills in the career development
- Aspects to be considered for employability
- Personal SWOT Analysis
- Time management and task schedules



SKILLS GAINED DURING THE COURSE

- Academic Skills
- Reflective Skills
- Time management Skills
- Presentation Skills
- Employability Skills
- Public Speaking Skills
- Effective communication Skills



BENEFITS OF THE GAINED SKILLS IN THE CAREER

- Development of confidence
- Increasing the productivity (Di Gregorio *et al.* 2019)
- Improving the accuracy and quality
- Motivation at work
- Work life Balance
- Enhanced work relationships and communication
- Development of the employability skills (Kenayathulla *et al.* 2019)



ASPECTS TO CONSIDER FOR EMPLOYABILITY

- Self-awareness
- Self-Confidence
- Emotional Intelligence
- Adaptability
- Stress and Conflict Management
- Core Skills



PERSONAL SWOT ANALYSIS

Strengths	Weaknesses
• Self-awareness • Self-Confidence • Motivation at work	• Stress and Conflict Management • Issues in managing work relationships and communication • Time management Skills • Presentation Skills • Public Speaking Skills
Opportunities	Threats
• Attending various online and offline classes • Reading books, journals and articles regarding the topics of concern • Researching the internet for an extensive and inexpensive source of vast knowledge	• Lack of productivity and efficiency • Inability to meet the expectations in future • Lack of an adequate knowledge



[illegible]

TIME MANAGEMENT AND DAILY TASKS

Item	Priority (Low/Medium/High)	Actions required to be taken	Status
a	Low	Watching Television	COMPLETED
b	Medium	Reading newspapers, journals, or articles	COMPLETED
c	Medium	Surfing the internet for educational purposes	COMPLETED
d	High	Daily/Weekly assessments	COMPLETED
e	High	Attending the classes on a regular basis	COMPLETED



REFERENCE LIST

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- Kenayathulla, H.B., Ahmad, N.A. and Idris, A.R., 2019. Gaps between competence and importance of employability skills: evidence from Malaysia. *Higher Education Evaluation and Development*.
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The background features a light gray world map centered on the Atlantic Ocean. In the top-left and bottom-right corners, there are blue triangular areas with three white diagonal stripes. An orange circle is located in the bottom-right blue triangle.

Thank You!

 Any
Questions?

