

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue, creating a modern, layered effect.

Academic and employment skills

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Introduction

- ▶ Today I will be presenting my take on academic and employability skills and what it means for me this includes the following:
 - ▶ Swot analyse
 - ▶ Problem solving
 - ▶ Responsibilities
 - ▶ Social skills



Personal swot analyse

- ▶ S: I believe personally I for one have strengths in compassion also kindness and respect being able to analyse other peoples views and understanding there differences life as a parent has taught my nature many of lessons.
- ▶ W: I myself think I struggle with not being able to sometimes take a brake from family life and also time keeping I believe I need to work on thought processing and fully take in the details as I struggle with that some task and digital skills.
- ▶ O: I would like to take the opportunities being given to me so I can be the best version of myself and I can work on my digital and understanding skills.
- ▶ T: Things that I believe could maybe get in the way are juggling day to day family life and stresses and being unorganised not being able to switch off.



Problem solving

- ▶ Personally i think problem solving is a important part of everyday life inside and outside the work place. being able to work along side other persons with different views also abilities and manging your own professionalism opinions recognising everybody is entitled to the own views and knowing how to manage that using skills such as calmness and kindness and being compassionate as I mentioned earlier on in the power point also to understand and analyse situations and knowing how best to handle them in a way that benefits all parties involved

PROBLEM SOLVING SKILLS

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- Teamwork
- Influencing ability
- Negotiation
- Smile
- Positive mindset
- Patience
- Logic
- Strategic
- Diplomatic
- Intuition
- Trust



- Analytical ability
- Innovative
- Creative thinking
- Lateral mindset
- Adaptability
- Flexibility
- Level-headedness
- Initiative
- Resilience
- Transparency
- Research

Responsibilities

- ▶ Responsibility is a big thing for me as I became a parent at such a young age it was therefore my duty to protect and nurture I had to learn fairly quickly I feel I have great reasonability.
- ▶ I also believe it is very important that everybody knows there role in the work place and out the work place feel it's a key so there is no confusion
- ▶ According to the dictionary, responsibility means duty. So, in order to become a responsible person, one should do things one is supposed to do: like earn a living to support family, help people, cast votes, care about the environment by going green and reducing wastage and pollution; actions like these. People tend to link reponsibility with how satisfactorily someone does his job which affects those people. To an employer a responsible employee does his tasks on time without much mistakes and contributes to the company's profitability, to a parent a responsible child is obedient and works hard to secure a decent career, to a child a responsible parent provides for him and supports his emotional, physical and educational needs. 2016

Social skills

- ▶ Social skills are skills that are regularly used to communicate and interact with others in the workplace. These skills are important for positions that regularly involve contact with other people, but having good social skills is an attractive quality to employers when hiring for nearly any job opening. Take a look at what social skills are, a few examples of these skills, how you can improve on your interpersonal skills at work, and how to best highlight your social skills when applying for new jobs. Glassdoor Team
- ▶ Social skills are important in life it shows you are aware of others socially and are able to help cater best to needs.

Resources

- ▶ <https://www.quora.com/What-does-it-really-mean-to-be-responsible> 2016
 - ▶ <https://www.glassdoor.com/blog/guide/social-skills/>
- ▶ <https://www.rhythmsystems.com/blog/4-steps-to-swot-a-pandemic> barry Pruitt 2021
- ▶ <https://www.careercliff.com/solving-problems-and-making-decisions/> Ahemed Shamim ansary 2019
 - ▶ <https://www.thebalancecareers.com/employability-skills-list-and-examples-4143571> Alison doyle 2020
- ▶ <https://www.locusassignments.com/solution/assignment-employability-skills> Akbarzadeh, A. & Enferadi, J. 2011

Conclusion

What are employability skills, and why are they important both to get hired and to succeed in the workplace?

Many of the most highly sought-after skills today are soft skills pertaining to your ability to communicate and work with a team or hard skills focused on technology. These are the in-demand skills that make you a successful candidate for employment when you're job hunting or seeking a promotion. Alison doyle
2020