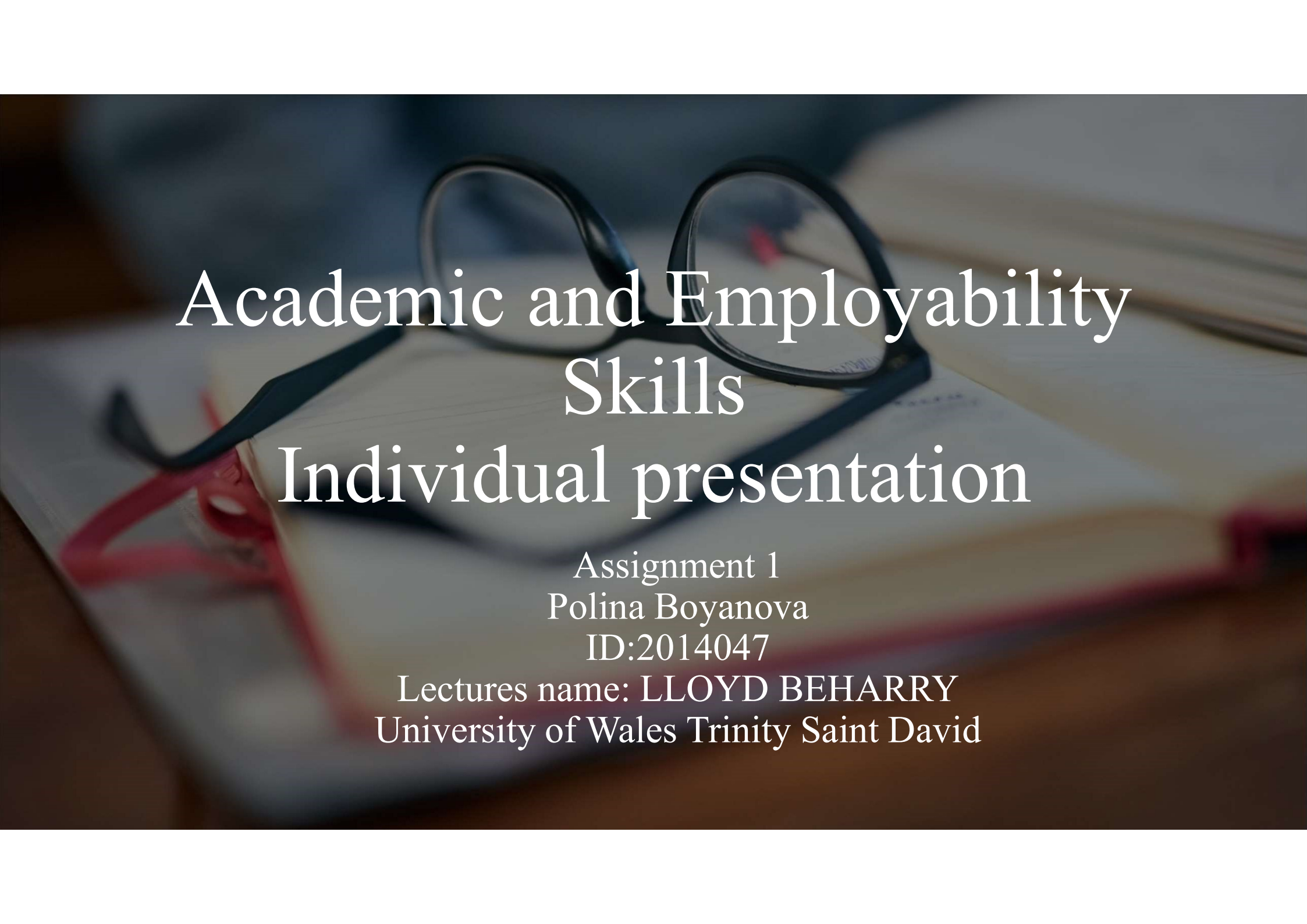




Academic and Employability Skills

Individual presentation

Assignment 1

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Introduction

- I am a hard working person, well organised and very determent to achieve any goal I set in my life.
- Also I have experience at sales and customer service, which is very important to me, to achieve my target.

Skills

Soft skills that helps us to fit into the workplace, such as personality, attitude, flexibility, motivation and manners. They are related to my personality.

Hard skills directly related to the work you do or applying for.

- The soft skills I've gained so far are: Body language , Negotiation, public speaking, visual speaking, managing people in the workplace. (Doyle, 2020)
- Hard skills:
 - A degree or certificateHard skills are the skills you develop through learning

Academic Skills

These include analysis, communication, social, planning, studying, test-taking and technical skills.

Academic skills are study habits, learning strategies, and time management that helps me learn and absorb lectures. For me, learning is about much more than access to information.

My career plan

- My set up goal is to become a Store manager , as I love been around people and be more sociable .
Also, it can be developed while studying at University of Wales or at the work place.

What does a Store Manager do?

It is the Store Manager duty to oversee the day to day operation of the store.
Also of ensuring the store is running smoothly and meeting its sales goals and dements.

SWOT analysis

Strengths

Ambition,
Creativity,
Good leader

Weaknesses

Listening,
Impatience,
Public
speaking,
IT skills

Opportunities

Learning on
the job
Training,
Management,
Degree in
Business
Management

Threats

Fail course,
Lose
enthusiasm,
Organization

Personal Development Plan

	What do I want to achieve in the next six to twelve months?	What do I want to achieve in the next one to two years?	What do I want to achieve In the next two to three years?
My Goal: Became a store Manager	To be confident and focused mean while at University	Show confidence, with the learned material	A Bachelor's degree, So I can hit my goal.
Skills and Knowledge to be learned	Hitting targets and keeping the team motivated	Take the lead –role model ,professionalism, empathy, respect .	Keep up with the study and finish the course
		Handle interruptions	delegating duties to staff
How can I improve my chances of meeting my goal?	1.Lack of knowledge or out of date knowledge	What obstacles might get in my way?	Keep focused on topic and continue to read and learn around subject to keep up to date

Conclusion

The necessary academic and employability skills in University will allow me to be ready for the career with education and training.

Depending on my career choice, I will be able to use my additional knowledge and specialization in one or more of these areas often required in the future.

However, regardless of my path, all of these set skills will provide me a strong foundation across all of these areas so I can be prepared for whatever my life may bring.

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