

Academic_and_employability_skills.pptx

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ACADEMIC AND EMPLOYABILITY SKILLS

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Introduction

- ▣ Academic abilities include study habits, learning methodologies, and time management techniques. Student learning involves more than just having access to information (Suarta et al., 2018).
- ▣ In order to interact and work with other people in a variety of different situations, it is necessary to develop employability skills (Cotronei-Baird, 2020).

Career Path

- ▣ I have chosen the professional career path of being a leader because I think I have the capability to take the initiatives by allotting and managing the work with the team members (Wang, 2019).
- ▣ I also have the skills of problem solving which will help me improving the work quality and attaining the organizational targets (Suarta et al., 2018).



SWOT analysis

Strength	Weakness
• I am good at computer skills as well as time management. • I am also highly focused on development of my career. • Effective IT skills.	• My main weakness while giving a presentation is that I get little nervous. • As a result of my tendency to focus over little details, I may face weakness in my time management.
Opportunities	Threats
• While giving the presentation it involves public speaking, that will help me to enhance my self-confidence. • If I prefer part-time job so that I will be able to enhance my skills of customers services.	• In my professional career I have to face the intense competition and I also have to face different challenges in various fields for development of career.

Time management

This includes a wide range of qualities that will help you effectively manage your time. In order to achieve your goals, time management skills are crucial (Wang, 2019).



Time management tools

With the help of calendar I will be able to do time management for my job for which I need to do proper planning and make sure:

- ▣ Using time planner
- ▣ Organize by priority
- ▣ Time management systems
- ▣ Organizing my time



Personal development plan

- ▣ A set of specified learning objectives makes up a personal development plan (PDP) (Wang, 2019).
- ▣ The overarching purpose is to assist pupils in becoming more successful learners.
- ▣ The needs of students, educators, and administrators should all be taken into account.
- ▣ It also provides as a springboard for further education (Suarta et al., 2018).



Target	Actions to achieve	Evidence of completion	Target date
Interpersonal skills	My objective is to enhance the positive as well as great environment in the workplace by efficiently communicating with the customers as well as making them happy and satisfied.	Completion of task and activities and task on time with great interpersonal skills.	Ongoing activity thought the time
Communication skills	The significant objective to enhance my communication skills can also help me to convey confidently the information with my team members.	Getting great placement or job within the industry with effective communication skills	4-5 months
Time management skills	Effective skills of time management will help me in enhancing work productivity and team management. Practicing	Attaining the organizational targets with the help of effective management of time	Ongoing activity

Conclusion

Without extra education or training, many adolescents will not be able to obtain the requisite academic, technical, or employability skills in high school. A student's career prospects may require additional education and specialization in one or more of these sectors after high school or in the future. In order to succeed in your chosen field, you'll need all three of these broad skill sets. To be prepared for the future, students should have solid foundations in all three areas in high school.

Reference

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