

IT Assistant

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- Module Title: Academic And Employability Skills
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Academic Employability Skills

TASK 1: INDIVIDUAL PRESENTATION

Communication

Teamwork

Organization

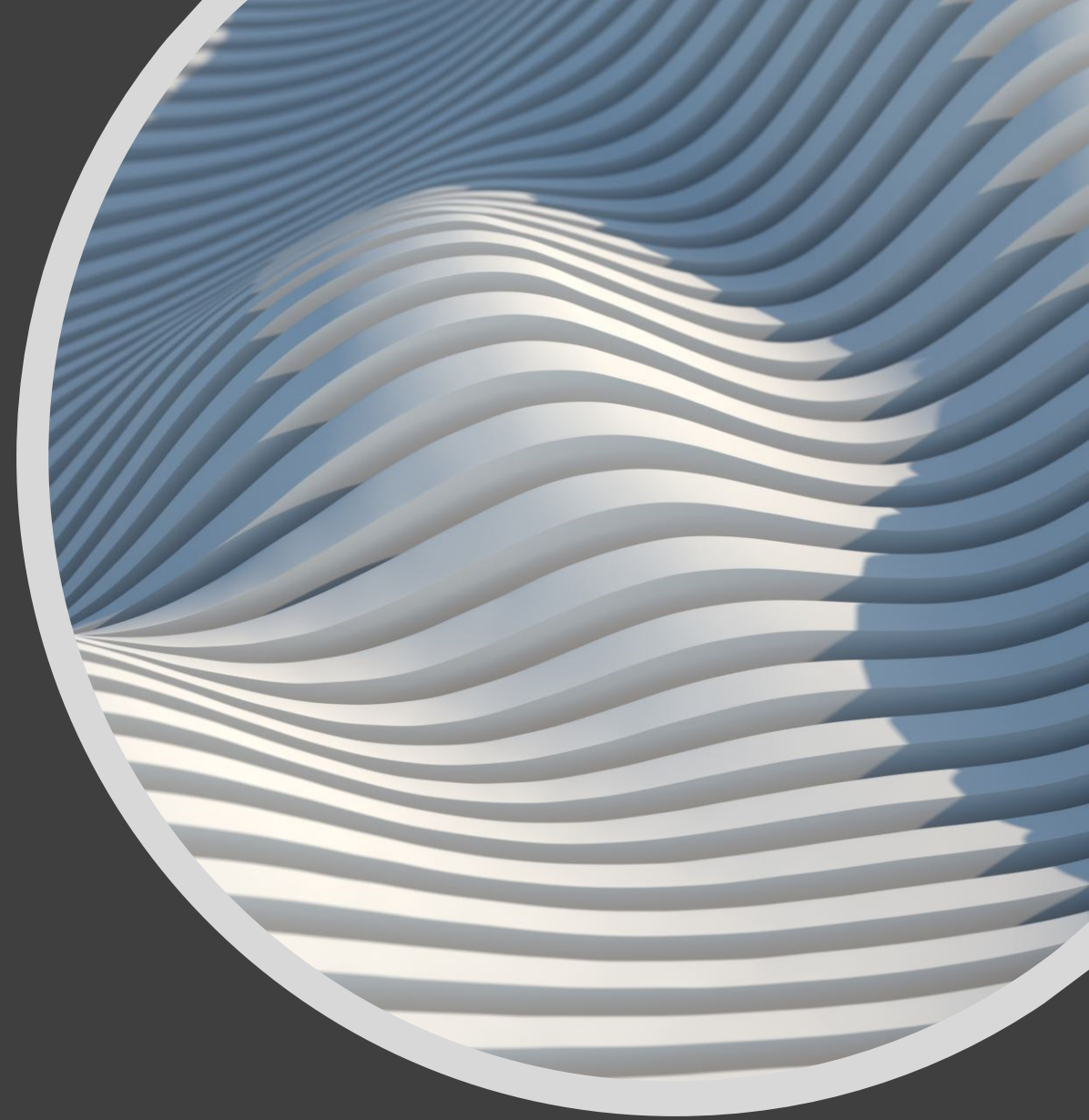
Computer literacy



The role of an IT Assistant

For the intended IT career, one should have several skills which can help to become a good IT professional. The skills are such as technical skills, teamwork skills, critical thinking skills and many more.

The strengths, weaknesses, opportunities and threats are discussed which is also explained. Along with the analysis, the personal development plan is also made so that the scope for improvement can be analysed properly.



SWOT Analysis

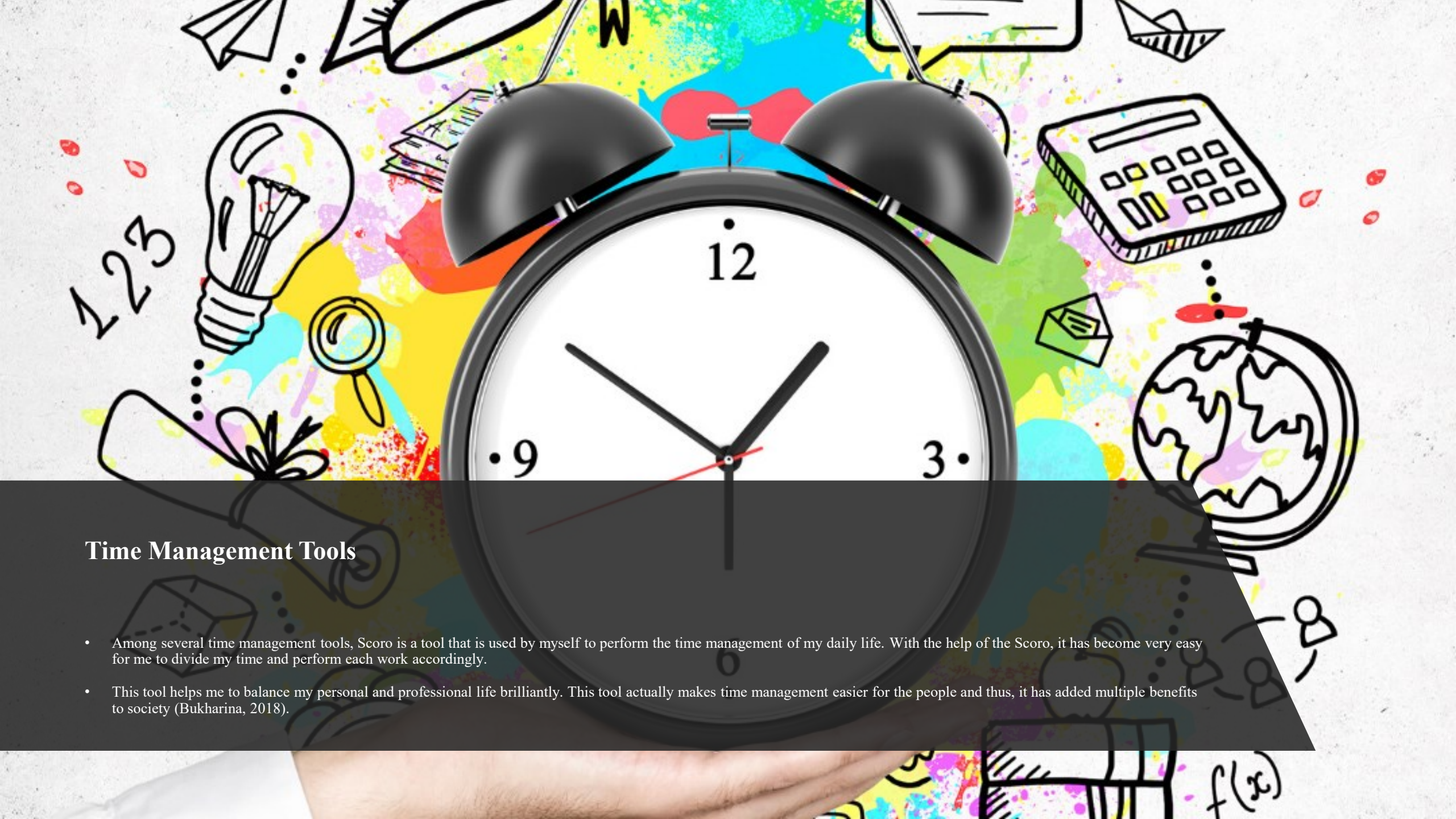
Strengths:
Critical thinking,
Technical skills

Weaknesses:
Communication
skill, Adaptability

SWOT Analysis

Opportunities- New domain for technical knowledge in the professional world.

Threats- The development of automation.



Time Management Tools

- Among several time management tools, Scoro is a tool that is used by myself to perform the time management of my daily life. With the help of the Scoro, it has become very easy for me to divide my time and perform each work accordingly.
- This tool helps me to balance my personal and professional life brilliantly. This tool actually makes time management easier for the people and thus, it has added multiple benefits to society (Bukharina, 2018).

PDP Plan

Skills need to be improved	Objectives	Time	Action Plan	Success Criteria	Implementation
Communication Skill	Communication skill is crucial in our days as it can improve the skill of ours as an employee.	1-2 months is required for improving the skills in communication. 1-2 months time frame is enough for improving the skills of communication.	To improve communication skills, there are several ways that can be implemented. However, which one is effective is also required to be analysed. By communicating with friends and coworkers this knowledge can also be improved.	Success criteria of this skill could be measured as if I can improve my skills and successfully be able to communicate with other colleagues in the organization as well.	Communication with employees from different geographical areas requires strong communication skills to perform.

PDP Plan

Skills need to be improved	Objectives	Time	Action Plan	Success Criteria	Implementation
Adaptability	For becoming flexible in the workplace to be adaptable is crucial. As the technology is changing very fastly hence it is important to have adaptability skills among the employees.	2-3 weeks is enough. To be adaptable in different situations, one should have to put themself in different situations and examine how they are performing in those particular situations.	To improve this skill, one needs to groom one's own personality and think about how one could survive in different situations.	After a couple of months, I will be able to improve this skill and improve the skills of adaptability as I can be able to perform any situation successfully.	This skill can be implemented from the early stage of the work-life as through the help of this skill, performing better in the workplace could be easier for me as well.

Conclusion

- From the above discussion, it can be concluded that the work can be completed easily if there is proper time management planning.

References

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Thank You