



ACADEMIC AND EMPLOYABILITY SKILLS

TASK 1 . PRESENTATION

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Introduction

- The presentation is followed by the subject of academic skills and the employability skills
- The report and the presentation on the topic of academic skills and employable skills are followed by me.
- The prime objective of this report exhibition is to evaluate the various processes of the personal plan on development and the personal SWOT inspection or analysis.
- The exhibition will help me with the skills of employability and academic and my studied objective in my career.

Career choice



The intentional occupation is to therefore become an administration manager in a renowned multinational company



Administrative manager work induces supervisor the staff, facilitating communication.



An administrative manager is significant in a company or organization as it administers the entire functioning of the work.



I have selected this career as this is my passion and also disposed of with my education career.

Academic skills

The skills of the academic are the strategies of the study structure which the students take advantage of in securing good grades in the examination.

These skills of academic are very much vital for assembling resources from the course or the learning modules.

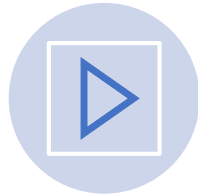
In the education of the higher class, the academic skill is ameliorated in the learning modules and the process that encourages the performance and the quality of the student.

In this presentation, I am concentrated on two prime academic skills that are paraphrasing and summarising

Employability skills



The skills of employability are the sloppy skill which is thus required by the manager within a worker.



In the professional world, transferrable skills are highly required.



The skills of employability are thus developed during the individual time of the study.



The teachers brush up with their students and also the faculty of the university to help the students with the employable skills



I have concentrated on the two prime skills on employability is time management and presentation giving.

Personal SWOT analysis

The assessment of self is a prime tactic that assists the individual to develop his or her own learnings

Moreover, the self-assessment also prong out the weakness and the core strength of the individual

It also focuses on the chances and the core threats of the individual.

Personal SWOT examination can barely, therefore, assist the self-judgement but also assist the individual in the planning process of strategy.

My SWOT Analysis

Strengths- Teamwork and communication skills

Weakness- Communication and time management

Opportunities- An instinct of supervisory activities

Threats- Not comfortable with the management of affairs in the company or organization.

Time management

It is vital for everyone to focus on the activity as per the significance and to complete the activity in the given time period in the field of professionalism.

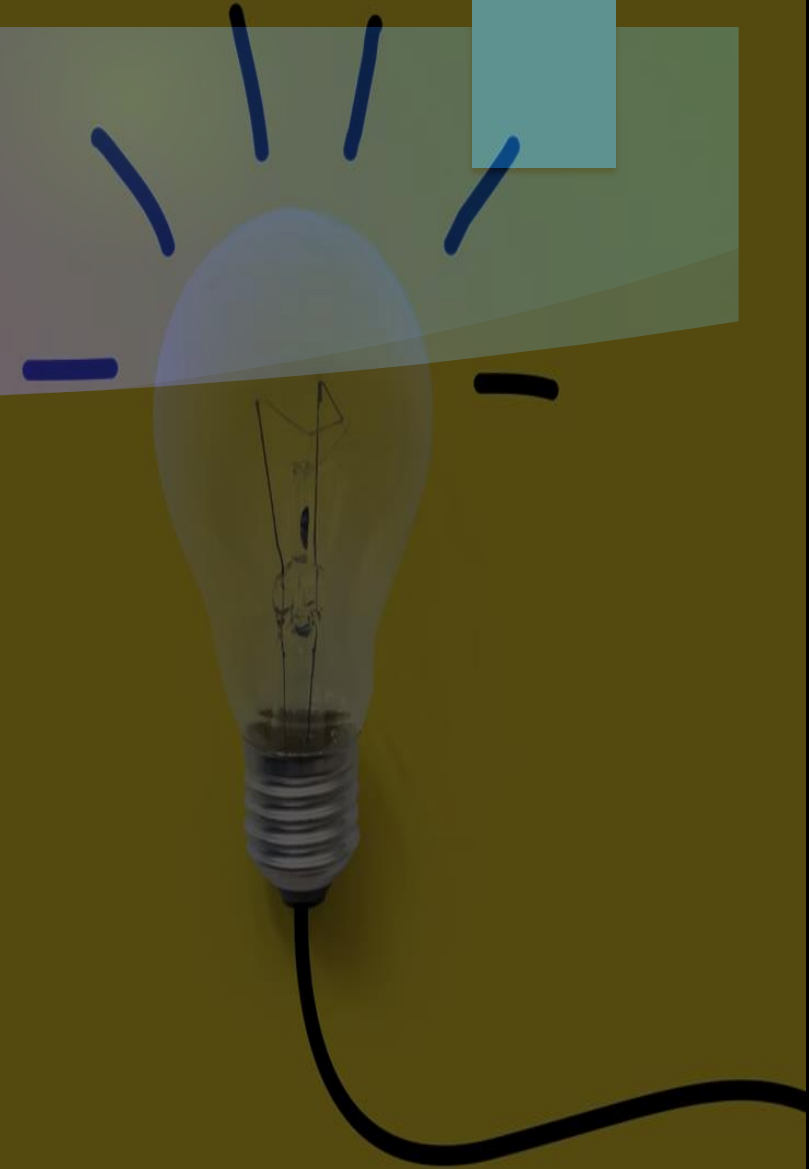
In the employability skill, time management is vital because in the world of professionalism it is the part of strategy learning of the student.

I have intentions to boost up the skills of time management that is also an important skill for an administrative manager.

Pareto principle and the Eisenhower method are the 2 vital tools of time management that I have studied .

Personal development Plan

- The plan on personal development is a successful technical which enhance the activity of a student or individual.
- The plan on development focuses on the weakness and the strength of a single.
- The plan on personal development assists the individual and students to achieve the skills which are achieved in the intentional career.
- Each student and individual to construct a plan on personal development which is based on the goal of the career.



Personal development plan (II)

Skills

Reason for evaluation

How to develop

Time management

Time management will assist in making the content of administrative campaigns

The real use of Eisenhower Method. and Pareto principle

Paraphrasing

Paraphrasing assists in creating the original information.

This could be developed by practising writings

Summarising

The core reason for developing the summarising skills is that to create prime content in the administrative management

To develop this skill practice the forms of writings and also study articles and journals

Public speaking and presentation

Public speaking and presentation giving are very much vital in becoming the administrative manager for supervising the work and the staff.

Giving presentations in the group of peer groups to earn confidence.

Conclusion

Both the skills help in achieving professionalism

I am concentrating on two skills of academics- paraphrasing and summarising

The personal development plan and SWOT examination will help me in career development.

I am concentrating on employability skills- time management and presentations

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