



ACADEMIC AND EMPLOYABILITY SKILLS

STUDENT NAME YELİZ KONCAK

STUDENT ID 2028995



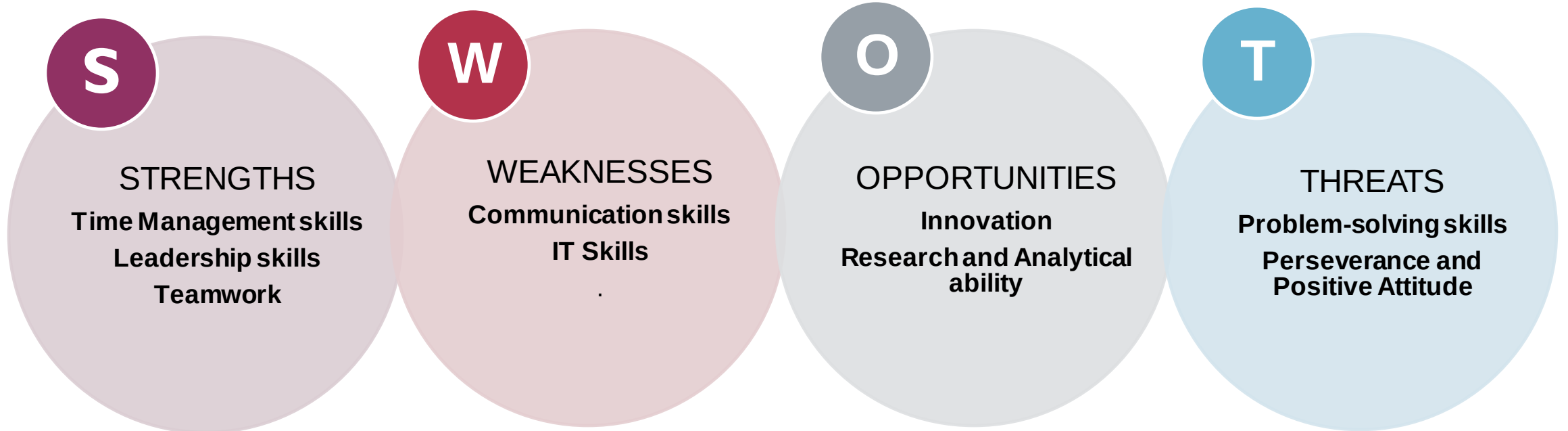
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INTRODUCTION

- ❑ Employability skills are the transferable skill of a person that make them 'employable'; however, it not only aids the person in gaining an employment opportunity but enables him to thrive in his academic and professional life.
- ❑ In the contemporary world of work, no uniform set of standards prevails, rather the to-be-employee needs to realise the professional and operational setting of his chosen arena.
- ❑ Thus, besides subject knowledge and sound technical competencies, employees need to possess a set of skills determined by the employers.

PERSONAL SWOT ANALYSIS



TIME MANAGEMENT TOOLS

To-do List



Calendar

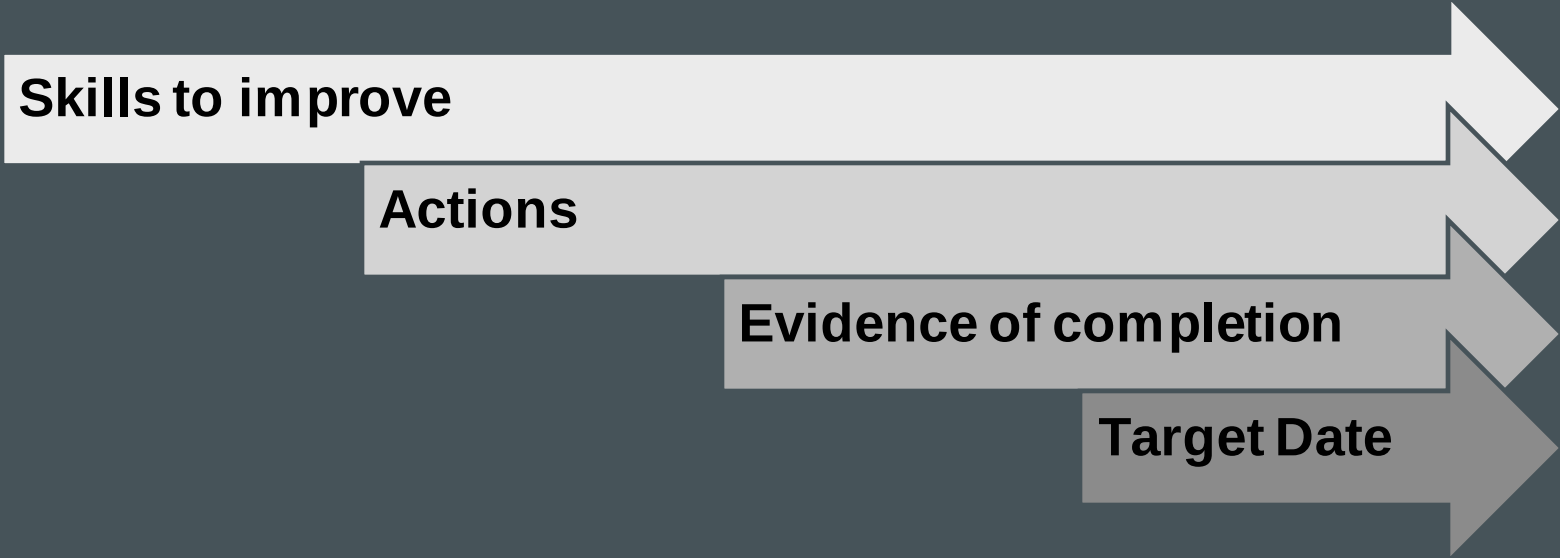


Address Book



Notebook

PERSONAL
DEVELOPMENT
PLAN



Skills to improve

Actions

Evidence of completion

Target Date



PDP- COMMUNICATIONS SKILL

Action

To improve my communication skill, I will make more connections with people and more communication with my friends, classmates, and neighbours. Besides, I will join a communication club on my campus.

Involving myself in an incessant conversation.

Evidence

I can initiate communication with people when needed, find comfort in approaching others, and convey the message as intended.

Target Date

3-4 months



PDP- IT SKILLS

Action

I will learn MS Office, particularly MS Excel, as this software is much used in business analytics. Moreover, I will learn CRM and ERP software since these skills are required in the tourism and hospitality management sector.

Learning IT skills in campus labs.

Evidence

Expert at advanced MS Office course

I can prepare attractive and analytical business reports, PowerPoint slides, salary sheets etc.

Target Date

4-6 months



PDP- PROBLEM-SOLVING SKILL

Action

I will learn scientific and modern problem-solving techniques and practice intuitive thinking, logical reasoning, and practical thinking for better business decision-making
I will enrol in a problem-solving course online.

Evidence

I can crack any intricacies without much difficulty.

Target Date

1 year



PDP- PERSEVERANCE AND POSITIVE ATTITUDE

Action

Enlightening my goals, conserving sanguinity, and distinguishing my accomplishments.
Relishing my responsibilities and gratifying myself for achieving them precisely.

Evidence

I feel motivated and driven in undertaking complex tasks. I will demonstrate perseverance, commitment, and devotion in critical actions.

Target Date

1 year

UNDERSTANDING THE WORLD OF WORK



**The Factors
changing the
world of work**



**A significant
change in the
world of work**



**Importance of
significant
competencies**



**Exceptional
competencies
for survival in
the competitive
world**



CONCLUSION

Employability skills are a set of soft and hard skills that helps a person to develop his efficiency and career; hence with communication, teamwork ability, IT skill, and problem-solving skill, a person can thrive in his chosen career. Moreover, employability skills facilitate ones' problem-solving and leadership capability.



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THANK YOU

QUESTIONS?