

OPEN AN OWN CLEANING COMPANY

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Module: Academic and employability skills

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INTRODUCTION

Academic and Employability skills encourage students to become more effective learners.

Academic and Employability skills:

- Time management
- Academic writing
 - Note taking
 - Research
 - Analysis

Academic skills are very important for prosperity of any career.

MANAGE OWN BUSINESS

Skills required:

- Communication skills
- Organising skills
- Leaderships skills
- Digital skills
- Financial Literacy

SWOT ANALYSES

Strengths	Weaknesses	Opportunities	Threats
▪ Time management ▪ Communication skills ▪ Loyalty	▪ Difficulty to find customers or employees ▪ Demotivation of the employees	▪ Improve my experience ▪ Develop own business	▪ High level of competition ▪ Changes in the stability of national economic (inflation, currency exchange rate, strikes, etc.)
▪ Hight quality of service ▪ Strong relationship with the customers and employees		▪ Improve leaderships skills ▪ New contacts	▪ Pandemics/ Lockdowns ▪ Unhappy customers

PERSONAL DEVELOPMENT PLAN

What are my main goals?	To learn as more as I can from this course
What skills I need to improve?	Communication skills, Leadership skills, Organising skills
What I need to realize my goals?	Take best skills and knowledge from all modules in this course
What I have to do first?	Finish this course
What obstacles might get in my way	Not good time management, loss motivation, healthy issues
Where can I find a support?	In the University, Internet, friends
Benefits	Development personal and professional skills

CONCLUSION

Academic and Employability skills are very important and bring many benefits to everyone's future. The benefits of these skills are that once you learn them, they would be with you in all of your life. Learning of the academic and employability skills provide great opportunities for personal and career development.

REFERENCES

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