

ACADEMIC AND EMPLOYABILITY SKILLS

INTENDED CAREER

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EMPLOYABILITY SKILLS VERSUS ACADEMIC SKILLS

- Employability skills (Lifehack., 2022)
- Academic skills (University of Greenwich, 2022)

My intended career - **CATERING MANAGER**

Required Skills (SHRM, 2022)

- ❖ Communication skills
- ❖ Time management skills
- ❖ Leadership skills
- ❖ Organisational skills
- ❖ Problem-solving skills

SWOT ANALYSIS (CIPD, 2022)

STRENGTHS Communication skills Organisation skills	WEAKNESSES Time management skills Problem-solving Leadership skills
OPPORTUNITIES This certificate Course	THREATS Time constraints Fulltime work

SKILLS THAT I HAVE

- Communicational skills (Wikijob, 2022)

- oral communication

- written communication

- Organisational skills (Lifehack., 2022)

- daily tasks

- professional tasks

SKILLS THAT I NEED TO IMPROVE

- Time management skills(The Mix, 2022; Mindtools, 2022)

-Apps- daily To-Do list

-Eisenhower method/Matrix

- Leadership skills(SkillsYouNeed, 2022)

-communicate clearly

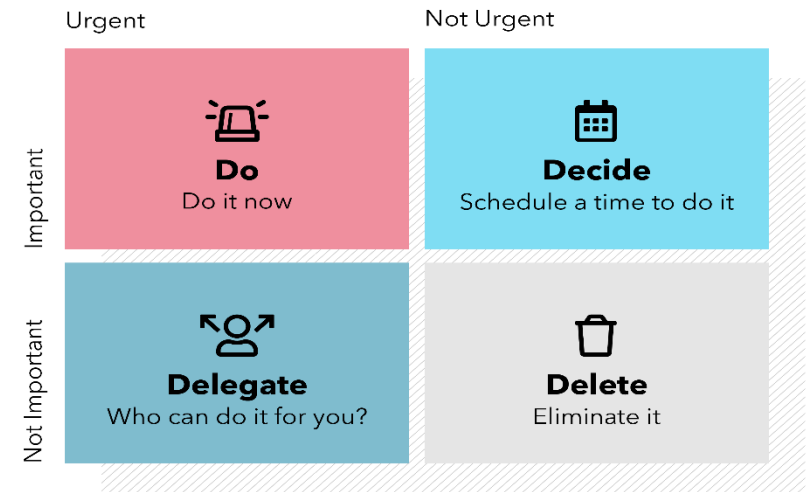
-develop people

- Problem solving skills (Peterson, 2022)

-creative thinking

-decision making skills

The Eisenhower decision matrix



(Spica, 2022)

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