



WELCOME TO THE PRESENTATION ON ACADEMIC AND EMPLOYABILITY SKILLS

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INTRODUCTION

Specifying a dream job in early life is great. Moreover, time management in this century can't be neglected at all. Furthermore, SWOT analysis can help to identify strengths, weaknesses, opportunities and threats.

SPECIFYING THE DREAM JOB

- ❑ The job – *investment analyst*
- ❑ Role – helping to select and suggest investment strategies to aid clients' financial goals and portfolios
- ❑ Reason for choosing – regular challenges and competition



SKILLS REQUIRED FOR THE JOB

- ☐ The ability to research, analyse and evaluate
- ☐ Strong numerical ability and quantitative skills
- ☐ Time management
- ☐ Initiative, flexibility and innovation



TIME MANAGEMENT: THE EISENHOWER METHOD

	Urgent	Not urgent
Important	A tasks ☐ Finishing the project of the clients. ☐ Submitting a draft article. ☐ Responding to urgent emails. ☐ Attending meetings for serious follies.	B tasks ☐ Strategic planning. ☐ Personal and professional development. ☐ Networking. ☐ Keeping the up-to-date news.
Not important	C Tasks ☐ Making payments for the activities. ☐ Updating blog posts. ☐ Responding to other emails. ☐ Household duties.	D tasks ☐ Unimportant emails. ☐ Office gossiping. ☐ Excess recreations.

PERSONAL DEVELOPMENT PLAN

	Short-Term Time Frame	Mid-Term Time Frame	Long-Term Time Frame
	What do I want to accomplish in the next three to six months?	What do I want to accomplish in the next six months to two years?	What do I want to accomplish in the next two to three years?
Section 1 - My Goals	Become a better public speaker.	Reading 50 novels.	Becoming an investment analyst.
Section 2 - Skills and Knowledge to be Learned	Speaking in front of a crowd of 500 people.	Reading books regularly.	How to choose or decline a project!
Section 3 - Next Steps	Take part in any public speaking club.	Buying and reading books.	Some online courses from Udemy might help in this case.

SWOT ANALYSIS

Strengths

- I am creative as I paint during my off time.
- I can ask questions.
- I maintain my time properly and so, finish the task within the deadline.

Weaknesses

- Sometimes, quantity is preferable to quality to me.
- I get stressed whenever I am overburdened.
- Public speaking is a huge fear for me.

Opportunities

- I can be an investment analyst.
- I can develop good listening skills.
- I can improve my organizational skills.

Threats

- Lack of confidence can hamper me.
- I fail to convince people at times.
- I won't success .

CONCLUSION

In this competitive world, acquiring skills has no alternatives. Therefore, everyone should focus on specific employability skills to go ahead.



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*Thank
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