Academic and Employability Skills



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CONTENT

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Skills





Ability to do some action or task



Cognitive Skills



Social Skills



Physical Skills

Soft Skills

- Creativity
- Conviction
- Collaboration
- Adapatability
- Empathy

Hard Skills

- Computer Skills
- Microsoft Office Skills
- SAP Knowledge
- Technical Skills
- **Analysis** of information from different sources

Academic and employability skills learned and improved in the course

- PARAPRHSING
- MICROSOFT OFFICE 365
- TEAM WORKING
- RESEARCH
- FORMAL LANGUAGE AND WRITING
- COMMUNICATION
- TIME MANAGEMENT
- COVER LETTER
- ONLINE MEETINGS
- SPEAKING



STRENGHTS

- Commitment
- Availability
- Adaptability
- IT Knowledge



WEAKNESSES

- Selfconfident
- Good English
- Time Management
- Update Knoledge



OPPORTUNITIES

- Grow Professionally
- Get Better Job
- London
- Companies



THREATS

- Motivation
- Experience
- Technic Vocabulary

JOB : ADMINISTRATIVE	HOW	HOW LONG	OBSTACLES
• Team management • Networking • Written and verbal communication • Customer service • Time management • Computer skills	• Studying Skills for the workplace • English course • Self-learning • Complementary course • Volunteering	• 2020 to 2021 • Continue my studies	• Unemployment • Best qualifies candidates • Lack of time • Loss motivation • Bad time management

MY CAREER PLAN : Administrative position

How achieve the objective?

- Complete the Skills for the workplace
- Research the opportunity
- Studying English by my own
- Developing specific skills

Find the job

Academic year 2020-2021




Personal develop plan




GOAL

Obstacles: • Unemployment • Best qualifies candidates • Lack of time • Loss motivation

Skills : • Unemployment • Unemployment • Unemployment • Unemployment

CONCLUSION

We decide until where we to want arrive, it is important be in constant updating of knowledge, the world is in continuously evolution.

In my opinion , it is important to find the balance between current obligations and the pursuit of our goals, since many times we lose our way towards the goal set due to interferences that occur in the present.

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