

MY FUTURE DEVELOPMENT PLAN

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Module- Academic and Employability Skills

Introduction

- Employability skills are important skills, personal assets and principles. All these enable you to improve yourself in any workplace.
- For example, these skills can include good communication, motivation as well as teamwork and leadership.

SWOT ANALYSIS

• STRENGTHS

- Good communication skills
- Teamwork
- Having a good time management

S

WEAKNESS

Necessary Skills and qualifications
IT Skills

W

• OPPORTUNITIES

- Innovation

O

• THREATS

- Problem-solving skills
- Negative thinking

T

Personal Development Plan

- ☐ Improving my communication skills
- ☐ Obtaining all the necessary skills
- ☐ Developing my IT skills
- ☐ Having the positive attitude
- ☐ Solving the problem more effectively

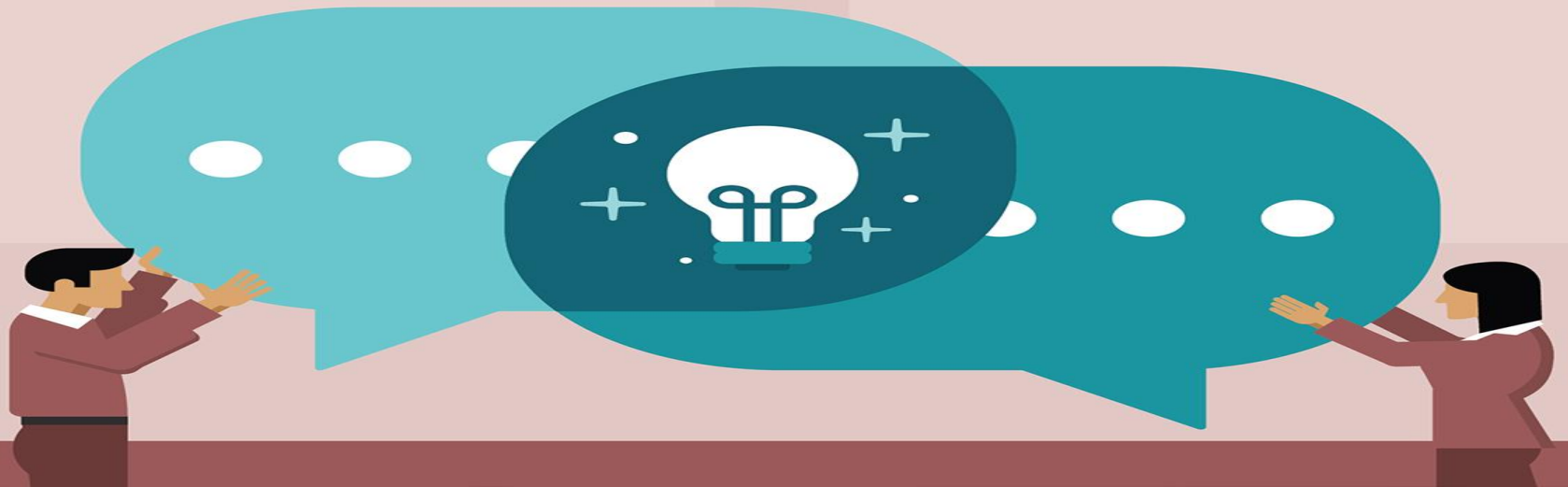
IT Skills

- I will be developing myself in IT skills, such as, MS office programs which are mainly used in the business analytics.
- In addition to that, I will learn some other software programs which could be used in hospitality and tourism sector within the 4 to 6 months time frame.

Communication Skills

These skills are playing a key role for me to be succesful

- ✓ Demonstrate extensive vocabulary to my audience
- ✓ Improving my listening
- ✓ Demonstrate my thoughts more appropriately



Conclusion

- ✓ Employability skills are strategic tools to be successful and surely benefits a person to develop his career.
- ✓ Having a good communication and IT skills as well as problem-solving skills are key assets.

References

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