

Academic and employability skills

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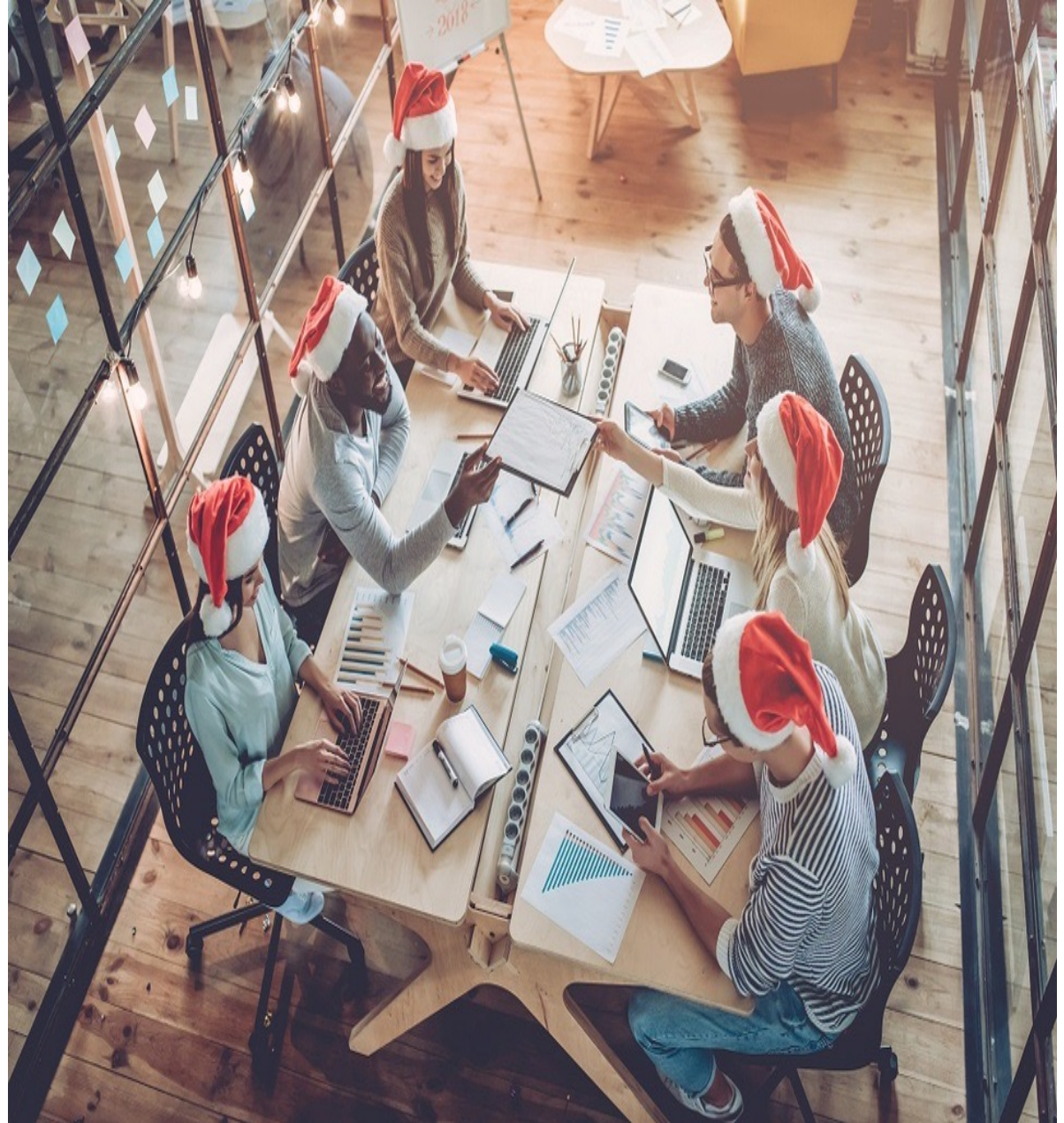
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Sales advisor Personal skills

- Communication skills
- Manage tasks in the same time
- Consistency in tasks and work place
- High motivated
- Adaptive in new environment
- Good work in team
- Customer oriented

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Strength	Weakness	Opportunities	Threats
Decision making	Loss motivation	Improve myself	failure
Creating good business relationships	Patience	Best stability	Loss my job
Emotional intelligence	Taking emotional decisions	Growing up in a work environment	Lose my strategy
Detailed focused	Confused in work tasks	Taking methodical actions	Unsuccessful goal plan

Personal development plan

PDP

What are my big goals?	Which goals need to happen first?	When I want to achieve this?	What obstacle might get in my way?	How I can improve my chances of meeting my goal?	Review: How I am doing?
Became a manager	Improve my academic skills	1 year	Loss motivation	Improving my academic skills and became better employee	Consistency work
Became better version of me	Stay focused in my tasks for better career	2 year	Pandemic	Stay motivated	Better academic skills
Be confident in team leading	Permanent behavior for successful team leading	constantly		Work hard for my professional purpose	Efforts and study

References

<https://www.perkbox.com/au/resources/blog/the-ultimate-personal-development-plan-guide-free-templates>

<https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/OLL/PDP-Guidance-230719.pdf>

