

ACADEMIC AND EMPLOYABILITY SKILLS

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Vehicle Fleet Manager

❖ INTRODUCTION:

- ACADEMIC AND EMPLOYABILITY SKILLS OFFER TO STUDENTS:
 - Responsibility for their own learning
 - Developing a range of employability skills such as reflection , time management and presentation skills
 - Improve vocabulary



❖ ROLE OF A VEHICLE FLEET MANAGER:

- Selection of appropriate vehicles
- Maintaining vehicles
- Hiring new staff
- Brief driver
- Training drivers
- Setting goals
- Follow on the map vehicles position



✦ SKILLS NEEDED FOR THIS ROLE

- Time management
- Problem solving skills
- Mechanical skills
- Leadership qualities
- Ability to work as part of a team
- Basic knowledge of computer applications



❖ SWOT ANALYSIS:



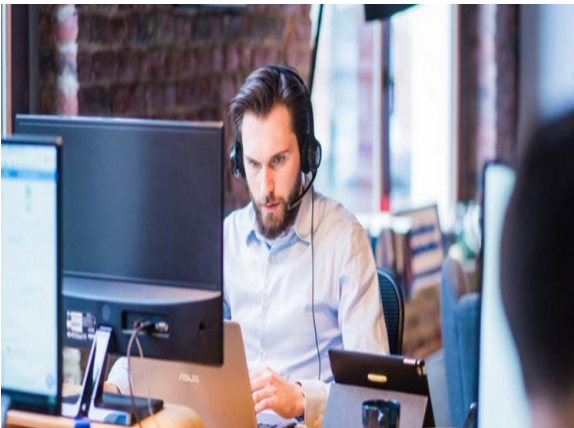
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|----------------------------------|--------------------------|------------------------|-------------------------------|
| ▪ MECHANICAL SKILL | • NO EXPERIENCE | ▪ FIND A STABLE JOB | ▪ COMPETITION WITH EXPERIENCE |
| ▪ COMPUTER AND APPLICATION SKILL | • I AM HURRY | ▪ MAKE EXPERIENCE | |
| ▪ PROBLEM SOLVING SKILL | • LANGUAGE NOT VERY GOOD | ▪ FREE TRAINING | |
| ▪ TIME MANAGING | • EMOTIONS | ▪ INCREASE MY LANGUAGE | |

PERSONAL DEVELOPMENT PLAN:

What are my big goals?	Which goals need to happen first?	When do I want to achieve this?	What obstacles might get in my way?	How can I improve my chances of meeting my goal	Where can I go for support ?	Review: How am I doing?
To be a good fleet manager	Complete my university degree	End of academic year	Emotions	Use Moodle	University teachers	Learning every day

❖ Conclusion:

- One good vehicle fleet manager need to be very careful and fast , must be proactive and be able to keep attention to the smallest of details because all drivers life depend by he.



❖ REFERENCES:

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