

ACADEMIC AND EMPLOYABILITY SKILLS

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MANAGER OF MY CLEANING COMPANY

SKILLS



What do I need?

- Time management skills
- Teamwork and leadership skills
- Communication skills
- Financial skills



How do I improve my skills?

- Take a course-business and marketing
- Build leadership skills –practicing a management role
- To learn the financial process- employ a financial planner
- Try to improve time management skills-Eisenhower method

Eisenhower method

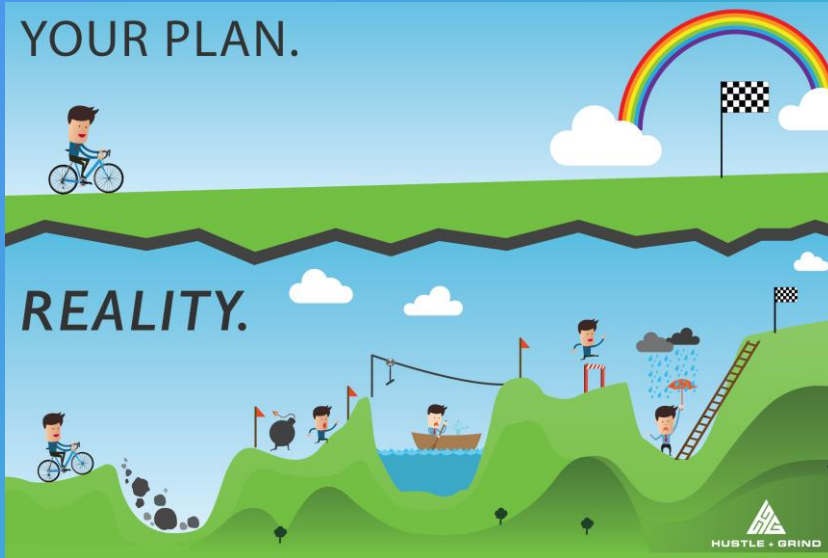
- Select what is important /needs urgent attention
- Schedule what needs my attention in the future

	Urgent	Not urgent
Important	DO Important and urgent	SCHEDULE Important but not urgent
Not important	DELEGATE Not important but urgent	ELIMINATE Not important and not urgent

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YOUR PLAN.



(Foto-rossimoindos.com,2021)

The mindset

“This growth mindset is based on the belief that your basic qualities are things you can cultivate through your efforts” (Dweck, C. S.,2016)

If I make enough efforts, I can fulfill my career

Conclusion

- Make efforts
- Be patient
- Work hard

References

Text

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Pictures

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