

Academic and employability skills

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Why Academic and Employability skills are so important?

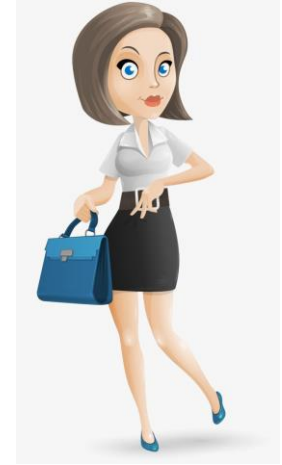
- ✓ Academic Skills are set of talents who can help us to achieve the academic success that reflects our potential.
- ✓ Academic skills encourage us to become more efficient learners and better workers.
- ✓ Academic skills like note-taking, reading, time management, are very essential to prepare us for a bright future.
- ✓ Employability is a connection between study, personal development and other activities.
- ✓ Is a combination of abilities and attitudes such us:
 - Self management
 - Communication skills
 - Team work skills
 - Problem solving
 - Proper planning skills





My intended career plan is:

- ✓ Open my own bakery with my name
- ✓ Become popular in a very short time
- ✓ Impress our clients with our unique products



My requires are:



- Business plan
- Good location
- Legal and license fees
- Equipment cost
- Suppliers and ingredient costs
- Experienced workers



Skills required to open a bakery

- ✓ Leadership skills
- ✓ Good Communication
- ✓ Attention to details
- ✓ Time management
- ✓ Problem solving
- ✓ Team working

SWOT analysis

Strengths

- **Dedication and patience**
- **Positive attitude**

Weaknesses

- **Lack of attention**
- **Organisation skills**

Opportunities

- **Collaboration skills**
- **Self confidence**

Threats

- **Delivery on time**
- **Competition**



Deliverables	Actions	Time
To improve my English	• To attend English classes • Work on my punctuation and grammar mistakes • Expand my vocabulary	4 months
Compose under pressure	• Try to remain calm in every situation • Taking help from others if required • Taking a much-required break	3 months
Curiosity	• I should be open-minded • Reading diverse types of subjects • Asking questions continuously	4 months
Training course	• Understand the terminology and ingredients • Learn techniques of cakes and pastry. • Experience exchange	6 months

Personal Development Plan

Conclusion



“ Find out what you like doing best and get someone to pay you for doing it”

Katherine Whitehorn

At the end of the way, I would like to be recognised as a successful business women who has achieved all the goals and to leave a positive impression in people’s life.

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