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<https://2130666.wixsite.com/sams-portfolio>

The essential skills I need for study and employment:

Adaptability: Adaptability is where you learn new skills by looking around at the environment you are adjusted to. It is where you become more flexible. the more adaptable I am the more I will be able to achieve greater in my studies because by then I'll be used to my environment and what I am studying. It will make me have a lot of growth in my role within my future.

Problem-solving: problem-solving is where you solve problems even if they are challenging. By having this skill it will be essential and key for my studies. I will be able to overcome challenges. With problem-solving it will help me remove obstacles in my learning. With problem-solving I will be quicker to see if there is a problem needing to be solved.

Team working and collaborating with fellow students: team working is where you talk to the people surrounded by you it can give you skills like listening and speaking and having a great understanding of the work given. prior to this, it can build your confidence and you can improve your social skills and if you need help your fellow students or colleagues can help you with an issue regarding the subject in which you are stuck at. It can make you establish creativity skills as well as being in a diverse surroundings. You can achieve team-building skills which will be good for future references.

[1] CHRIS HAPSALL. (2022. Jul.17) why adaptability is the key skill needed to change[online] available: https://www.ey.com/en_uk/workforce/how-adaptability-skills-can-help-to-tackle-novel-role.

[2]Alison Doyle(2022,jul,17) what are problem-solving: [online]available <https://www.thebalancecareers.com/problem-solving-skills-with-examples-2063764#:~:text=Key%20Takeaways-,Problem%2Dsolving%20skills%20help%20you%20determine%20why%20an%20issue%20is,solutions%2C%20and%20evaluating%20their%20effectiveness.>

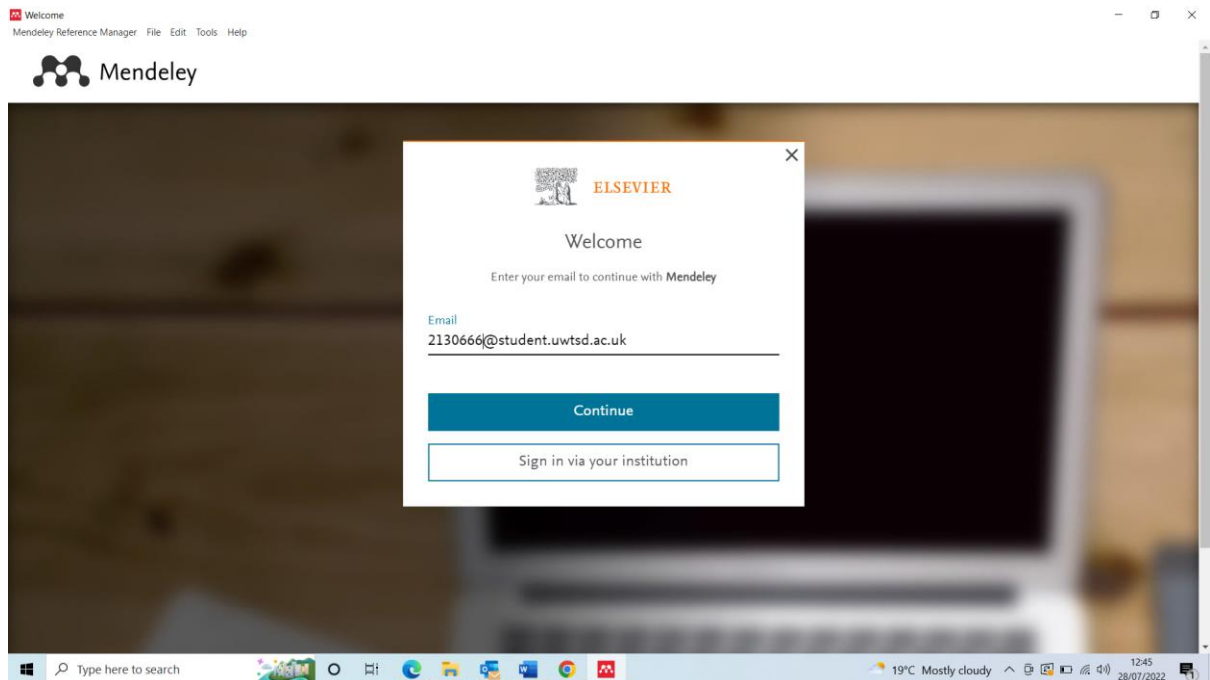
Indeed: 18:42 17/07/23

[3] Indeed Editorial Team. (2022.JUL.17). Teamwork and Collaboration: What They Are and How To Improve [online]. Available: <https://www.indeed.com/career-advice/career->

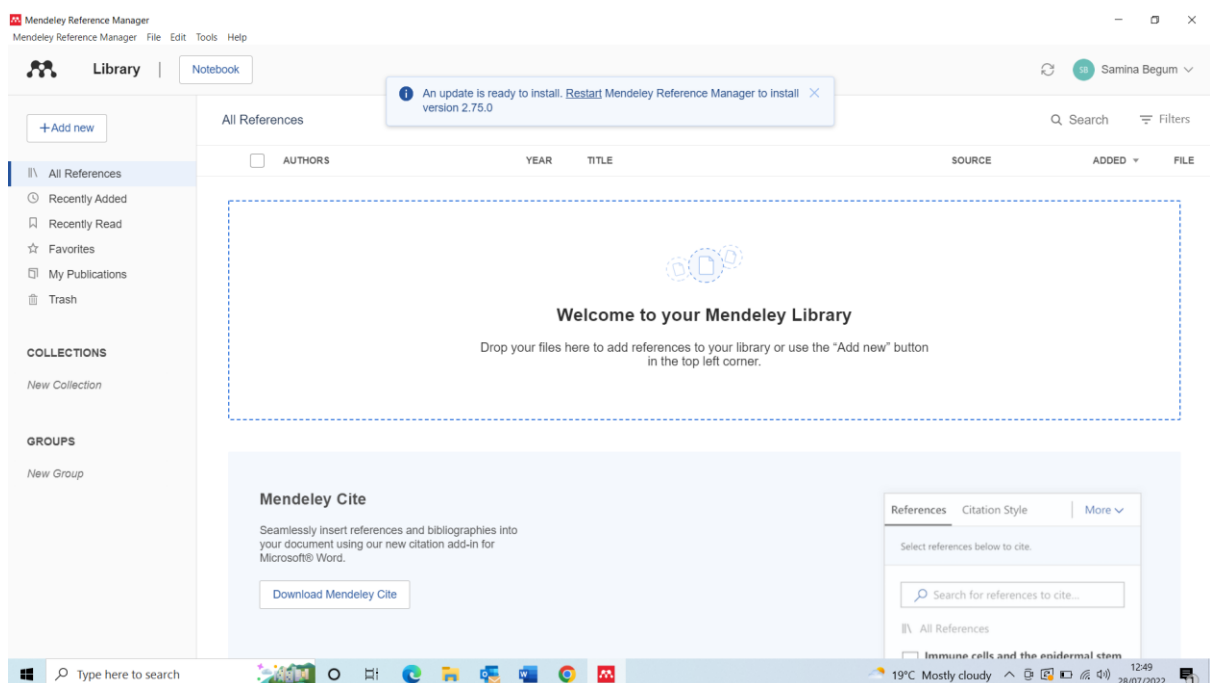
[development/teamwork-and-collaboration#:~:text=Teamwork%20is%20the%20qualities%2C%20abilities,actively%20listen%20to%20each%20other](#)

Q3: User guide for automated referencing software

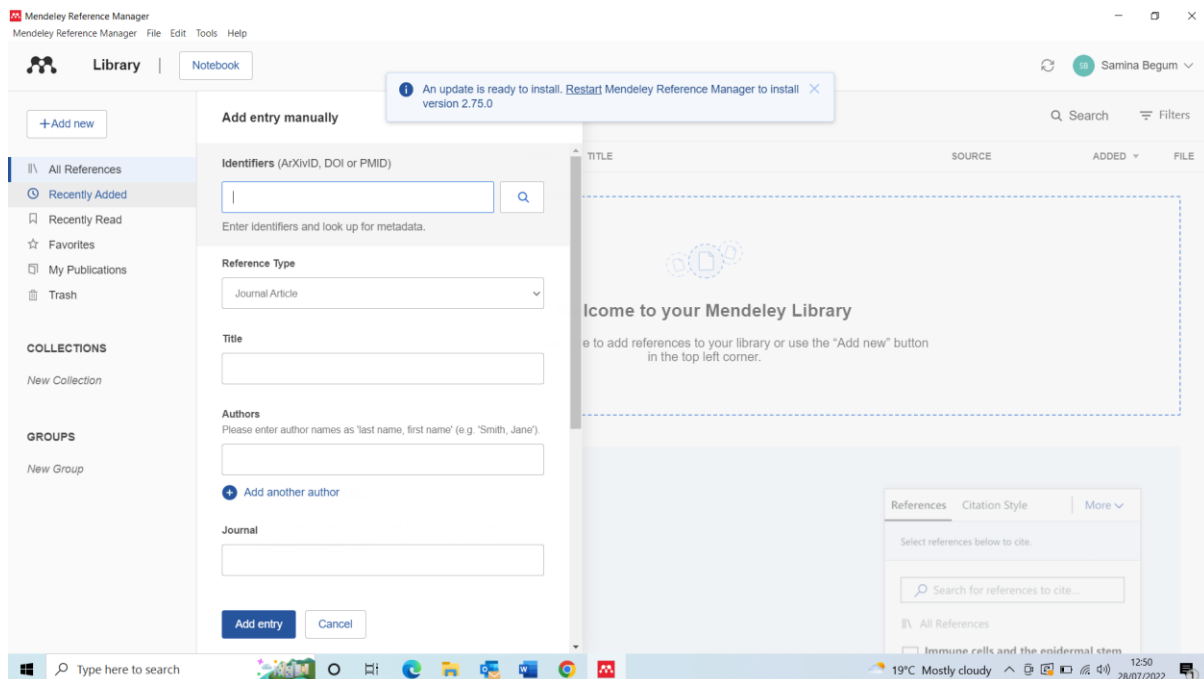
Mendeley is a citation managing software.



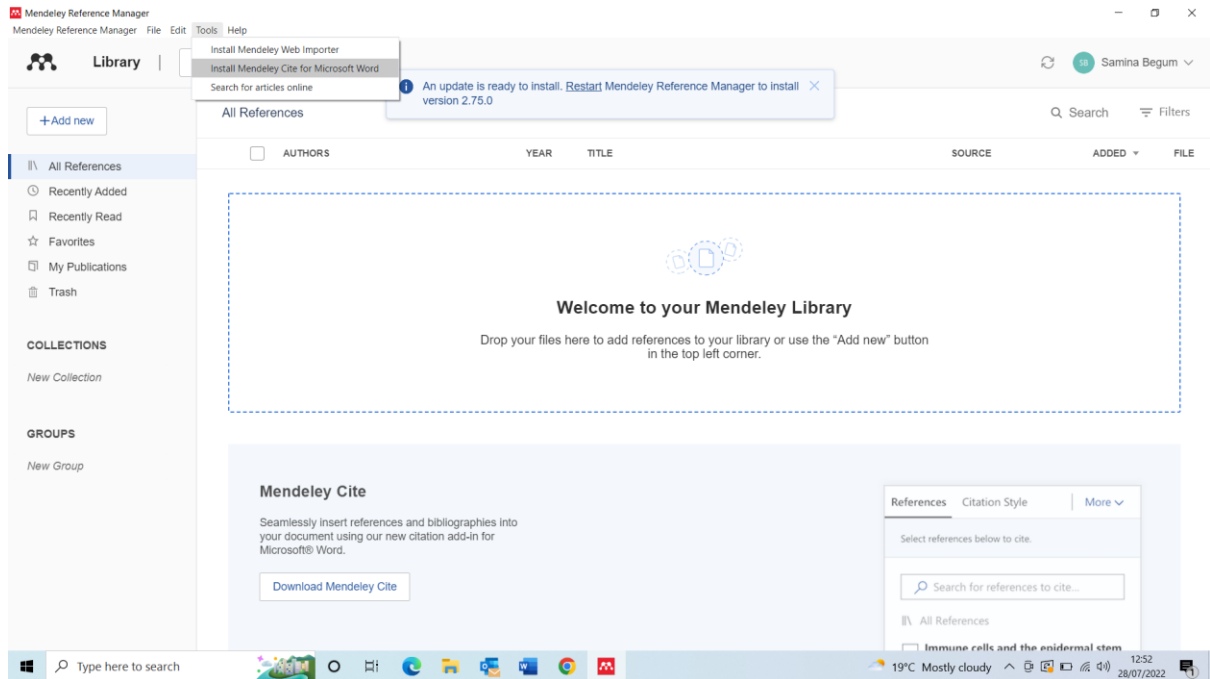
Authors need to login first to access their account on the Mendeley website.



On the left and you will see the menus to manage the references to end recently added references an your favourite references and you can also see my publication and if you have deleted any references that will go into the trash on the top you will find the main menus that is file added tools and help on within the right side you will see the main area of the software where actually the references come up.



To add a new reference to my library on the left you will see on add new button when you click the add new button it will ask either for manual entry or export or import from the web when used click the manual library manual addition asking will come that is shown in the screenshot. So the add entry manually screen ask for identifier that can be a document identifier what type of reference it is either it is a journal article Ora website and also it is I task about title and author list an finally the venue that is the journal or where the place where the citation with the article is published.



To install the plugin you need to go to the tool menu and go to option install meddling site for Microsoft micro word.



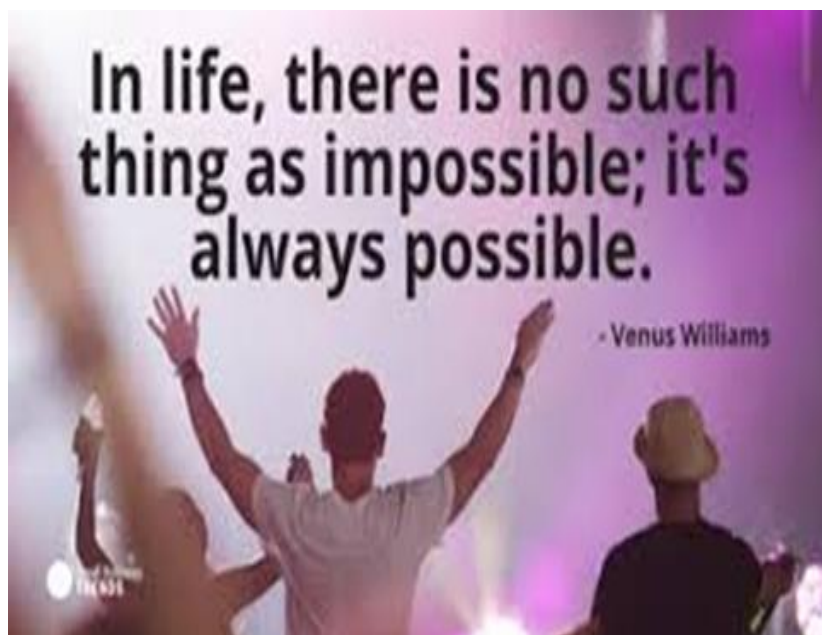
LIFE IS A TEAM SUPPORT

BY SAMINA BEGUM STUDENT ID NO 2130666

Leader's Role in a working Environment

It's important to have leadership versus management when you have this; the workplace works well. Leaders know what's going to happen and what is expected. They can uphold challenges in a positive manner and inspire and give positive feedback to employees. This enables smooth running in a team environment. Having managers that have been trained well being able to withhold their roles with steady skills makes sure everyone is doing their work properly for a rapid running workplace, this will give better performance management. With good structure.

[2] Lunenburg CF, (2022.7.17) Leadership Versus Management: Volume 3,no3, Publisher Khachatur Abovyan, Published Mankarvarzhu'yan ev hogebanut,Amenia, [Open Access Journal]i



By working as a team, you will get to know different diverse backgrounds. It will be essential for team-building activities and gaining learning and speaking skills. It will also boost our confidence. It will also make us stronger as a team. With teamwork, people can end up with better outcomes so if we are ever in need of assistance, we can help others quickly and efficiently. A successful team is one where everyone's unique skills and strengths help the team achieve a shared goal most effectively. If you have good people skills you'll make a good team player, and skills like communication and having a positive attitude make a team great.

[1] Swetha Amaresan.
(2022.Jul.17) Why
Customer Service is
Important: 16 Data-Backed
Facts to Know.[online]
available:<https://blog.hubspot.com/service/author/swetha-amaresan>.

Team effort and what works well

A team effort is when the collective work of a group of individuals toward a common objective. teamwork. collaboration. A group effort is important because teamwork allows your group to share ideas and duties, it makes everyone feel less stressed and enables them to be more meticulous and thorough in their task completion. This will help them fast reach their sales objectives. operation. In a group this works well: Strong communication, teamwork, active listening, and problem-solving abilities are typical of "team players." Determine your areas for growth in teamwork by speaking with your manager or a reliable colleague.

[3] Merriam-Webster <https://www.merriam-webster.com/dictionary/team%20effort> (2022, July 17) Team effort Definition & Meaning [online]

https://www.google.com/search?q=what+does+team+effort+mean+a+group+of+members&sxsrf=ALiCzsZ7oSakr5Bla mi2_-nqVmTk65pEjQ%3A1659542209121&ei=wZrqYuGLB_WEhbIP_5OB4AY&oq=what+does+team+effort+mean+a+group+of+member&gs_lcp=Cgdn d3Mtd2l6EAEYADIHCCEQoAEQCjoHCCMQ6gIQJzoNCC4QxwEQ0QMq6gIQJzoECCMQJzoECAAQQzoFCAAQkQI6CggAELEDEIMBEE M6CAgAELEDEIMBOgsIABCABBxAXCDAToOCC4QgAQQsQMqgwEQ1AI6BQgAEIAEOgQIABADogIABCRahBGEPkBOgoIABCABBCHAhAUOgYIABAE EBY6BQgAEIYDOggIABAE EA8QFjoICAAQHhAWEA n6CggAFR4QDvΔWFEΔn6RQshFKΔRQgg

