



Analysis of the improved Academic and Employability Skills

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Outline



- ✓ **Personal Skills**
- ✓ **Knowledge and**
- ✓ **Personal Experience**
- ✓ **Personal SWOT**
- ✓ **Goals and Plans**

Personal Skills

- ✓ **Hard Worker**
- ✓ **Professionalism**
- ✓ **Deadline oriented**
- ✓ **Multitasking**
- ✓ **Problem Solver**
- ✓ **Decision maker**
- ✓ **Driven by results**

Knowledge and Personal Experience

- ✓ Multitask working *when dealing with duties in the workplace*
- ✓ Deadline oriented *when I need to reach a goal in a period of time*
- ✓ Working under stress *when I need to meet short deadlines*
- ✓ Organised *when I need to prioritise to do tasks*
- ✓ Attention to the details *when working with orders and discounts*

Personal SWOT Analysis

Strengths

- ✓ Goal oriented
- ✓ Self motivated
- ✓ Good organiser
- ✓ Patient

Weaknesses

- Still to improve speech skills
- Still to improve my presentation skills
- Still to improve time management skills

Opportunities

- ✓ Improve my Employability skills
- ✓ Increase my work experience
- ✓ Become a area manager

Treats

- Sickness
- Global problem such as COVID-19
- Political changes

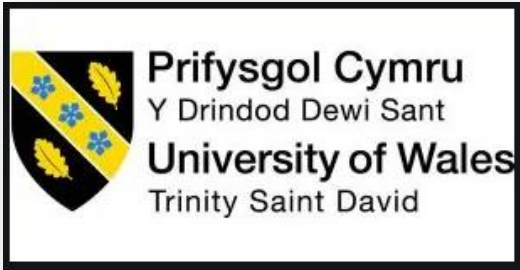
Goals and Plans



- ✓ To graduate a BSc and to start my MSC
- ✓ To improve speech and presentation skills
- ✓ To improve my time management skills
- ✓ To improve my health and to make a life insurance

References

- ▶ **Anand Mahanand (2018). *English for academic and professional skills*. New Delhi Tata Mcgraw-Hill.**
- ▶ **Dunn, P.H. (2019). *Goals*. London: Pearson.**
- ▶ **Seth, C. (2020). *SWOT analysis*. S.L.: 50Minutes.com.**



Questions and Answers

**Thank you for
watching!**