

Academic and Employability Skills

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Introduction

Academic and Employability Skills refer to the skills which are needed by a student to ensure success in the Academics and ensuring suitability for good job in the future. These skills are taught to the students in the university level itself by their different teachers. The students are required to pay attention to these skills so that they can attain their goals and objectives in the future effectively and efficiently. In this presentation, a detailed discussion will be made on intended career-key skills, SWOT analysis, comparison of skills and the skills needed for intended career. Additionally, the actions required to improve skills will also be discussed as a part of this presentation.

Intended Skills

I am a student who is studying in the university. In our university we are given regular sessions and are mentored closely by our teachers for the purpose of selecting a suitable career for the future. Thus after attending the career sessions and being mentored by our teachers I have selected a career option of Data Analyst.

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Thus for this particular field there is a requirement of the application of the following skills-

Analytical skills- As the job of Data Analyst involves the analysis of the data analytical skills are a must.

Interpretation skills- The field of Data Analyst also requires that the interpretation of given data can be made.



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Communication skills- The job of Data Analyst involves doing communication with the various people in the organization as the results and findings have to be communicated by the Data Analyst effectively and efficiently to ensure smooth functioning of the organization.

Time-management skills- The role of Data Analyst requires the use of Time-management skills so that the right use of time is made.

SWOT analysis

Strengths-

I have good speaking skills and I can give a presentation in front of a large audience easily with the required confidence. Thus in this way I can make sure that I am able to communicate easily with different people thus making networks with them.

I am good in Analysis & Interpretation and can use the given information easily so that I am able to use the findings in a proper manner. Therefore in this way I will be able to make sure that I am able to analyse and interpret the information which is given which will help me in taking decisions in the future.

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Weaknesses-

I am not good in decision-making skills as sometimes I am not in a position to decide what I have to do in a particular situation. Therefore this creates problems for me in those situations and circumstances where quick decisions are required to be taken.

I am not good in critical thinking and problem-solving skills as I think that I am not able to critically think in a given situation and I am not able to solve problems easily. Thus in this way this creates problems for me in the future.

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Opportunities-

There are wide career opportunities which are available for me in the future because of opening up of economy and market the dynamic needs and requirements which various companies have in the market. There will be new job roles which will be created in the future and thus in this way I think that I will be able to do justice to my role in the future and perform according to the set standards and expectations effectively and efficiently.

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Threats-

The dynamic needs and requirements of the market can pose a threat for me if I am not able to quickly develop new skills and competencies. Thus in this way I can face difficulties in my career If I am not able to develop them within time.

There is a tough competition in the market among the candidates who desire a particular job. Therefore this can create a threat for me as I have to constantly match the new requirements which are being set in the market.

Comparison of your skills and skills needed for intended career

For the role of Data Analyst a person requires making the use of certain types of skills which can be very helpful in performing of this role to perfection and thereby helping in the achievement of the relevant goals and objectives.

At present I have the following skills-

Adaptive thinking- In this skill the students are able to make sure that they can adapt their thinking pattern effectively and efficiently and thus can achieve success in the future.

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Inquiry skills- In this skill the students have to ensure that they can inquire about something new which has been witnessed by them.

Technology skills- Nowadays it is very necessary to ensure that a person stays up-to-date with the technological developments so that the goals and objectives which have been set for the future can be attained.

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Creativity and Innovation skills- For a person it is quite necessary that creativity and innovation is used because these skills are in high demand for the companies.

In the future I have to ensure that I develop the following skills which will be required for the role of Data Analyst-

Time-management- In the job of Data Analyst it is quite crucial that the management of time is done properly.

Management skills- The job of Data Analyst requires that the management of data is done properly.

Actions needed for improving skills

As I have decided that I will make career in the field of Data Analyst I have to ensure that I am able to take certain actions which will result in the improvement of skills. These actions are explained as follows-

Proper usage of time- I have to ensure that I use my time properly and in the right way so that I can do work with higher-level of productivity.

Setting time-based goals and targets- I need to set time-based goals and targets through which I will be able to ensure that I manage my work well in time.

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Planning- Planning is an important action which can be used to determine the actions to be taken in the future.

Organizing- Organizing is an important action through which the work can be organized in the right manner to achieve the set goals and objectives.



Conclusion

From the above presentation, it can be concluded that academic and employability skills are required to be used to ensure that success can be obtained in Academics as well as employment. For the intended career there are certain types of key skills which have to be developed by the students. SWOT analysis can be helpful in the understanding of oneself. Own skills can be compared with the skills which are required for making career. Further, there are certain actions which can be taken by a person to develop the skills effectively and efficiently.

References

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Thank You