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PRESENTATION ON ACADEMIC AND EMPLOYABILITY SKILLS

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2022271 SKILLS FOR THE WORKPLACE
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GROUP7 TERM 1
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OBJECTIVE LEARNING

- DESIRED POSITION
- DESCRIPTION OF THE POSITION
- REQUIRED SKILLS
- SKILLS TO DISCUSS
- SKILLS LEARNED FROM UWTSD
- SWOT ANALYSIS

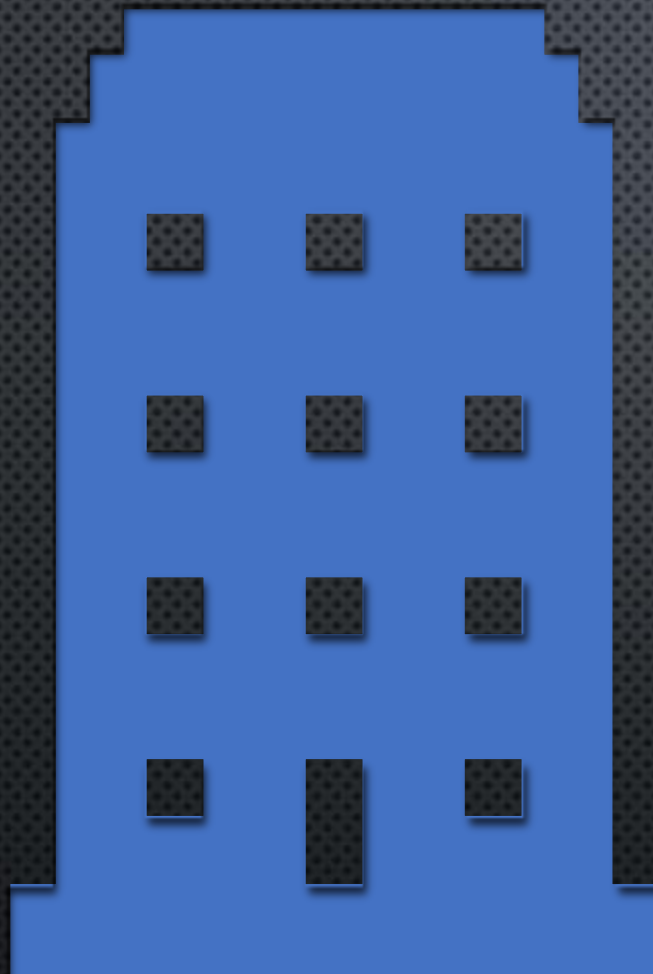
INTRODUCTION

- IN THIS PRESENTATION I WILL TALK ABOUT WHAT IS THE WORK POSITION WHICH I WANT TO BECOME.WHAT SKILLS ARE REQUIRED AND WHAT SKILLS I LEARNED WHILE THIS COURSE.

DESIRED POSITION

MANAGER OF
HOTEL





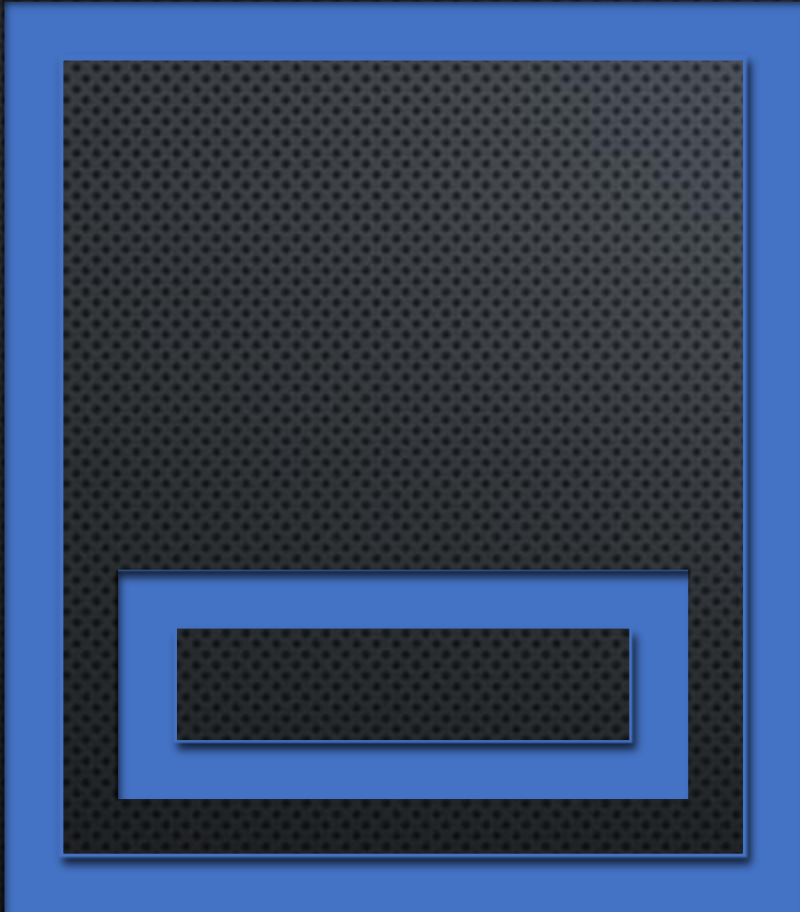
DESCRIPTION OF HOTEL MANAGER

- INN CHIEFS ARE ANSWERABLE FOR OVERSEEING REPRESENTATIVES AND FOR ARRANGING, PROMOTING , PLANNING AND CONTROLLING LODGING ADMINISTRATIONS LIKE CATERING AND CONVENIENCE OFFICES.

REQUIRED SKILLS

- INTERPERSONAL SKILLS
- CUSTOMER SERVICE SKILLS
- LEADERSHIP SKILLS
- ORGANIZATIONAL SKILLS
- BUSINESS SKILLS





SKILLS TO DISCUSS

- ORGANIZATIONAL SKILLS
- INTERPERSONAL SKILLS
- CUSTOMER SERVICE SKILLS

SKILLS LEARNED FROM UWTSO RELATED TO THE JOB POSITION

- INTERPERSONAL SKILLS (WORK AS A TEAM)
- ORGANIZATIONAL SKILLS (TIME MANAGEMENT)
- SWOT ANALYSIS



Interpersonal skills can be characterized in the global sense as the abilities we utilize while collaborating with others

Time Management is a proactive process. You characterize what should be done within a predefined time of time, prioritize those things to do and afterward build up an activity plan that will make it conceivable to successfully achieve every one inside the time allotted. With your arrangement painstakingly laid out, beginning and hold going as far as possible.

Swot Analysis is in this manner a huge apparatus inside the circumstance examination to gather all vital key nuts and bolts of dynamic from various sources. The point of the SWOT analysis is to evaluate and adjust an individual or an organization strengths and shortcomings with the chances and dangers to produce key other options.

SWOT ANALYSIS

STRENGTH

- INTERPERSONAL SKILLS
- CUSTOMER SERVICE SKILLS

Opportunities

Talking easy
with colleagues.
Good services at the
work place.

WEAKNESSES

- ORGANIZATIONAL SKILLS (TIME MANAGEMENT)
- LEADERSHIP SKILLS
- BUSINESS SKILLS

Threats

Being late for work.
Not running a business.
Not manage a team.

CONCLUSION

- AS A CONCLUSION I CAN SAY FOR THIS POSITION I NEED A LOT OF SKILLS. SOME OF THEM I HAD ALREADY GAINED WITH THE TIME. OTHER I LEARNED FROM THIS COURSE AND SOON I AM SURE IN THE UNIVERSITY I WILL GAIN MORE KNOWLEDGES AND SKILLS

REFERENCES

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