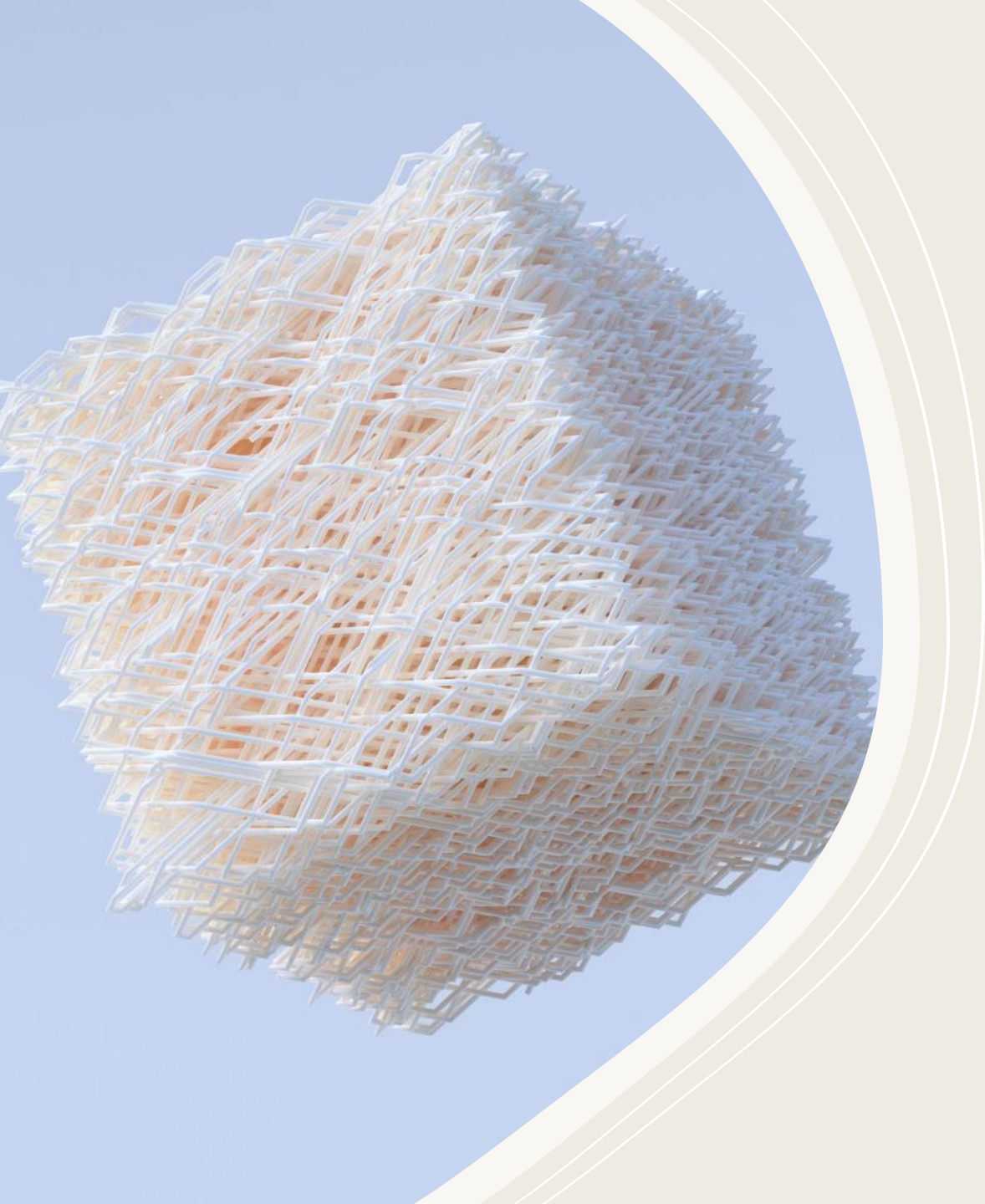




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INTRODUCTION

Employability skills are important for future growth

Academic skills help a student to pursue their careerist goals

Academic and employability success problem solving
,teamwork,responsibilities,comunication etc.



Swot Analysis

SWOT depicts individual strengths, weaknesses, opportunities and threats

- In terms of Strengths, I must state that I have good communication skills and effective decision making skills by which I could easily eliminate my shortcomings
- In the case of weaknesses I have learned that I got nervous in different situation

<u>Strength</u>	<u>Weakness</u>
* Problem Solving * Teamwork * Written communication	* Verbal communication * Technological skills
<u>Opportunities</u>	<u>Threats</u>
* New skills and knowledge obtaining * Become a good editor * Good networking in the workplace	* Any technological changes * Oral presentation

Swot analysis

Time management tools

- Time Management gives the ability to manage time in different activities
- With the help of time management one could help in reducing stress
- For better work-life balance use of time management skills is important
- Time management tools such as; note-taking software, calendar, time tracker, and even specialised software and applications for time management



PDP for Academic and Employability Skills



Higher levels of productivity and increased energy are the essential benefits that can be gathered by time -=

Conclusion



It can be concluded that I have learned about my strengths, weaknesses, opportunities and



I have learned that how time management could be used to deal with any adverse situation

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Thank you!