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TASK 1: INDIVIDUAL PRESENTATION



INTRODUCTION

Employability skills are important for future growth

Academic skills help a student to pursue their careerist goals

In my class, I have learned about different topics such as time management, PDP, Use of Reflection and many else

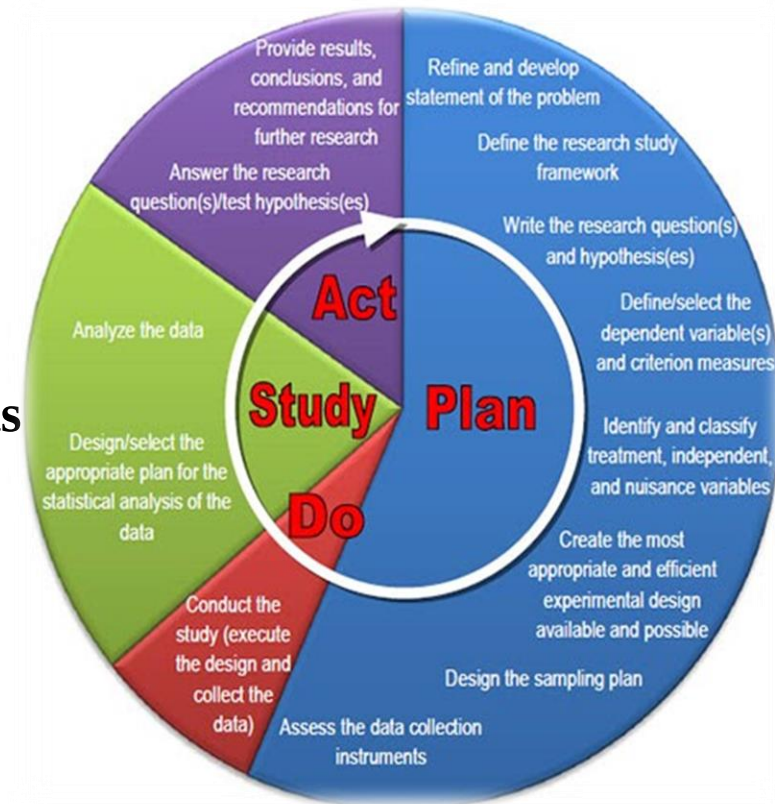


ACADEMIC SKILLS

I have come to learn about different academic skills during my course

These skills have helped me to enhance my habits and talents that could help me to gain benefit in my academic pursuits

From the class, students have learned about different methods for improving communication, planning for career growth



(Ishaq *et al.* 2019)

EMPLOYABILITY SKILLS



Apart from academic skills during my coursework, I have learned about different employability skills.

Communication is one of the important aspects that I have learned during the class.

I have learned different software skills and research strategies during my coursework.

Teamwork and different aspects by which teamwork can be enhanced are also taught in the class.

(Fürstenberg *et al.* 2019)

USE OF SWOT TOOLS

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**
- **Moreover, I have learned that I have certain shortcomings in regards of job analysis**
- **Intense confusion in choosing right career path has created personal weaknesses**



USE OF TIME MANAGEMENT AND PDP



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

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

(Wolters *et al.* 2017)

UNDERSTANDING OF THE WORLD

In the retail sector, there are so many companies are equally operating and offering a vast range of job opportunities People are working in this sector and the percentage of employment in retail is higher than any other sector

Therefore, I must use my gathered skills and my learning to my employment



(Olsen and Tomlin, 2020)

CONCLUSION



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

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

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