



Academic And Employability Skills

TASK 1: INDIVIDUAL PRESENTATION

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Introduction

- ▶ THE AIM OF THIS STUDY IS TO PRESENT MY ACADEMIC AS WELL AS EMPLOYABILITY SKILLS.
- ▶ THERE ARE SEVERAL SKILLS THAT PLAY A VERY CRUCIAL AND SIGNIFICANT ROLE IN EACH AND EVERY INDIVIDUAL'S LIFE.
- ▶ TIME MANAGEMENT IS ONE OF THE IMPORTANT SKILLS THAT I HAVE A COMPLETE HOLD OF IT.
- ▶ I POSSESS THE CAPABILITY TO MANAGE TIME EFFECTIVELY.
- ▶ THEREFORE IT BECOMES VERY EASY AND COMFORTABLE FOR ME TO MANAGE MY STUDIES, PROFESSIONAL LIFE, AS WELL AS MY PERSONAL CAREER.





Overview of the future job career

- ▶ **Presently, I am working as a cashier in a retail store. and since I am interested in this job, therefore, even in the future I am willing to become a cashier manager or an accountant.**
- ▶ **As a cashier, I am responsible for processing all the cash and accepting credit as well as debit cards for transactions.**
- ▶ **My duty in the store is to record each and every item that is being sold, make changes, register the cash, scan the products that are being sold, and process returns to the customers.**
- ▶ **Therefore, for this job, there are several other skills apart from the time management skills that are very significant.**
- ▶ **Skills like being very friendly as well as polite to each and every customer who pays a visit to the store.**
- ▶ **Besides this, the job holder requires excellent communication skills.**
- ▶ **Though I am not a person who possesses this skill in an excellent manner but my polite and friendly nature makes a majority of the customers happy.**

SWOT Analysis

STRENGTHS

- ▶ **For the kind of job that I am doing now, I think that there are a few skills that I already possess that are helping me out in several ways.**
- ▶ **As of earlier I am already stated that I am excellent at managing time, therefore, I do not have any issues regarding this aspect.**
- ▶ **I am very comfortable in scheduling my time for the job, looking after my children - as I am a mother as well, and taking out time for my studies as well.**
- ▶ **Apart from this skill, I am very good at mathematics and accounting so I do not face any difficulties while handling amounts of cash.**
- ▶ **Another strength of mine is that I am very patient.**
- ▶ **Therefore, even if some difficult issues happen, I could handle and manage them at ease.**
- ▶ **My friendly and polite nature also helps me a lot in managing my professional career.**



WEAKNESSES

- ▶ **Coming to my flaws the first that I will be mentioning is that I do not possess excellent communication skills and customer service skills.**
- ▶ **But as per my job is concerned, these are one of the fundamental and chief skills.**
- ▶ **Adding to the list, there are other skills that I need to improve as I do not have a good hold of them.**
- ▶ **These are - perseverance skills and collaboration skills.**
- ▶ **For a cashier, it becomes essential at times when I might face difficult or tough circumstances, then my perseverance skills could help me out at that time.**
- ▶ **Since collecting amounts of cash is not an easy task. Therefore, if by chance a mistake is made, I would not only be accused of that but there would also be a loss for the company as well.**
- ▶ **This would be impacting my professional career in a negative manner to a greater extent.**



OPPORTUNITIES

- ▶ Since I possess a few skills that are also of good importance, therefore I think that there could be quite a number of opportunities for me.
- ▶ Being a fast learner I can easily learn many new things.
- ▶ So this will be an added advantage for me.
- ▶ Therefore, I can even get a good position in some bigger companies.
- ▶ If I take proper training and groom myself, then I am sure that I can also get a promotion which will be a benefit for me.



THREATS

- ▶ **My drawback could act as a severe threat to me.**
- ▶ **Like effective communication, which is a very significant skill - but I lack this skill.**
- ▶ **It is because of this flaw I have a real problem in communicating with the customers. It is either I do not understand or they fail to understand. Sometimes it has also happened that I misinterpreted something. Since it was trivial, therefore a huge issue was not created and I was safe.**
- ▶ **Due to all these weaknesses I can miss out on several jobs that I have an interest in.**
- ▶ **In each and every job, there is a greater chance of arising many difficult or challenging situations. If at that I do not prepare myself to fight against it, I would be ending up losing my job.**
- ▶ **This would not only create a bad impression on me but also it would have a negative impact on my career.**



Skills for developing and improving further	Strategies and plans to develop	Period of time required for the improvement	How can these skills help me in my future
Effective communication skills	- I must be concise and should speak only what is essential. - I should be maintaining my body language. - I must be creating my emotional intelligence - I must try to paraphrase	For around 2 months	This skill of effective communication will be helping me to create a good relationship in both my professional life as well as in my personal life. I will be able to communicate with several other people in a better manner, this will help me to create a lot of contacts.
customer service skills	- Firstly, I would like to get feedback from the customers that it becomes easier for me to understand where I am lacking mostly. - I must politely explain to the customers when they will be facing any issues. - Creating a clear consumer experience vision.	Around 3 to 4 months	This skill will help me to understand the requirements of the customers as well as how can I approach the customers.
perseverance skills	- I must not break down with any negative thoughts. - I must take risks. - I must be setting clear benchmarks for myself. - I must be determined always. - I must be patience but also I should be stop myself to progress ahead.	Around 2 to 3 months	This skill will be building up my resilience and would be strengthening my willpower. So, if any challenging situation comes or arises I will be able to handle and manage it without any negative thoughts or difficulty.
collaboration skills	- I must be taking active participation any kind of team activities. - Clearly communicating with all other members of the team. - Building up a good and healthy relationship. - I must be open-minded also. - I must maintain a positive outlook at all time.	For around 2 months	This skill will be helping me to accomplish group or team task at ease. I will be able to participate in any group activity and put my contribution rather than just sitting idle.

PDP - Personal Development Plan

Understanding of the chosen sector

- ▶ **The retail sector is one of the most significant sectors of the economy due to the fact that it has to deal with customers directly (Hamel, 2018).**
- ▶ **It primarily involves several kinds of stores such as small grocery shops, huge chains of supermarkets as well as large shopping malls.**
- ▶ **All such retail sector sells services or products to the final customer for their either household uses or personal uses.**
- ▶ **This retail industry structured itself with adjustments that are remarkable in the entire procedure of delivering, manufacturing as well as consumption of products across the globe.**

Conclusion

- ▶ **To conclude this presentation I would like to say that skills play a very crucial and significant role in shaping careers as well as making life easier.**
- ▶ **There are some skills that I am good at which are helping me all the time both in my professional career as well as in my personal life.**
- ▶ **But as for the negative side, I must say that there are some skills that I am not so good at and some I do not have any knowledge of.**
- ▶ **So, now it is high time that I learn all the essential skills as well as those that I need to improve further as they will be of prime importance in my professional life.**





References

- Hameli, K., 2018. A literature review of retailing sector and business retailing types. *ILIRIA International Review*, 8(1), pp.67-87.

