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CAREER PORTFOLIO

Manager

- **Get the qualifications 2020/2021**
- **Improve skills**
- **Apply for Leadership and Management course by 2021/2022**
- **Gain new skills**
- **Apply for employment and gain experience by 2022/2023**

LEADERSHIP AND MANAGEMENT COURSE

- *2 Year course of Leadership and Management Skills for the Workplace*
- *Gain new skills and knowledge in leadership and management*
- *Improve my weakness skills*

SKILLS

MANAGER

- Management skills
- Communication
- Organisation
- Planning
- Problem solving
- Decision making
- Mentoring

LEADER

- Strategic thinking
- Creativity
- Influence
- Self awareness
- Motivation
- Set goals and expectations
- Team work

ANALYSIS

Strengths

- *Team work*
- *Time management*
- *Communication*
- *Motivation*

Weaknesses

- *Self-criticism*
- *Public speaking*
- *Presentation skills*
- *Academic writing*

ANALYSIS

Opportunities

- *New challenges*
- *Experience*
- *Development*

Threats

- *Increased competition*
- *Work/Family/Study balance*
- *Unemployment*

Klenowski,V.,2002. Developing portfolios for learning and assessment: Process and principles. Psychology Press