

# INTRODUCTION

It is very essential for an individual to possess the employability and academic skill so that it can grow on personal and professional level. The employability skills are the one which re transferable in nature that is required by the individual so that it can be employable in future, these are those skills which helps in equipping the employee in order to carry out its roles with its best ability. It is braid field which comprises of various skills under its ambit such as team work, critical thinking skills, communication skills, problem solving, etc. (Ayoubi, Alzarif and Khalifa, 2017) This report is based on reflection wherein a model is used to describe three to four topics.

## UNDERSTANDING THE WORLD OF WORK AND ECONOMY GROWTH

CHOSEN SECTOR  
RETAIL



### Notes:

Hence, it can be said that there is high growth of the retail sector from the past two years and also when comparing the sales data (The Guardian, 2021). There is more employment opportunities in this sector which wil help th young generation to prove their academic and employability skills.

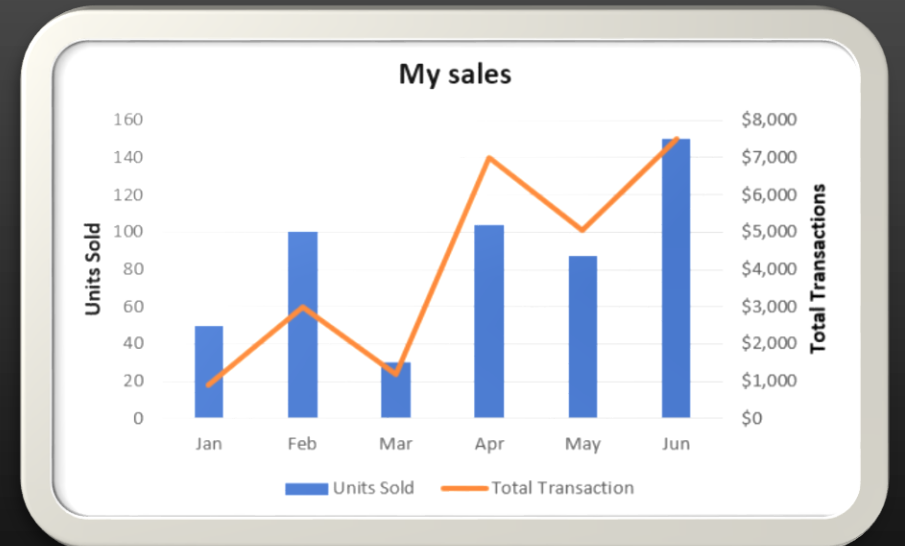
# **UNDERSTANDING THE WORLD OF WORK AND ECONOMY GROWTH**

**CHOSEN SECTOR  
RETAIL**



## SECTOR - RETAIL

**THE RETAIL SECTOR HAS SHOWN HIGH GROWTH IN THE ECONOMY THE LAST COUPLE OF MONTHS. THE UNLOCK OF THE ECONOMY HAVE HELPED IN FASTEST QUARTERLY GROWTH ON THE RECORD IN THE SHOPING ONLINE ORE IN STORE. IN A MONTHLY HEALTH CHEK WHICH WAS CONDUCTED IN COLLABORATION WITH ACCOUNTANCY FIRM (KPMG AND BRC) SAID THAT THE RETAIL SALES WERE HIGHER WITH 13.1% IN THE MONTH OF JUNE AS COMPARED TO SOME MONTH TOW YEARS BACK .**



# TOOLS LEARNT IN CLASS

**THERE ARE VARIOUS TOOLS WHICH I HAVE LEARNT IN CLASS WHICH BY USING THEM HELPS ME TO ANALYZE THE ACADEMIC AND EMPLOYABILITY SKILLS LISTED BELOW.**

- ✓ **SWOT ANALYSIS**
- ✓ **TIME MANAGEMENT TOOLS**
- ✓ **PERSONAL DEVELOPMENT PLAN**



## STRENGTH

MY MAJOR STRENGTH IS COMMUNICATIONS SKILLS AS IT HELPS DELIVER MY INFORMATION EASILY AND EFFECTIVELY.

ANOTHER OF MY STRENGTH IS MY RESEARCH SKILLS WHICH HELPS ME TO CONDUCT THE RESEARCH AND EXTRACT FROM VARIOUS SOURCES IN AN EFFECTIVE MANNER.

## WEAKNESS

AMONG MY WEAKNESS IS TIME MANAGEMENT, AS I LACK PUNCTUALITY SOMETIMES AND THAT COST ME TO REMAIN A BIT BEHIND WITH MY WORKING TASK'S.

ANOTHER OF MY WEAKNESS IS DECISION MAKING, AS OFTEN GET CONFUSED WHILE TAKING AN DECISION DUE TO LACK OF CONFIDENCE.



## OPPORTUNITY

ONE SUCH OPPORTUNITY IS TO DEVELOP INFORMATION AND TECHNOLOGY KNOWLEDGE WHICH IS VERY PROMINENT IN TODAY'S TIME DUE TO ADVANCEMENT IN TECHNOLOGY.

ANOTHER OPPORTUNITY CAN BE TO DEVELOP MY EMPLOYMENT SKILLS WHICH CAN HELP STAY APART FROM THE OTHERS.

## THREATS

MAJOR THREAT FOR ME IS COMPETITION IN MARKET AS THERE ARE MANY EFFICIENT AND TALENTED PEOPLE WHO ARE SEEKING EMPLOYMENT OPPORTUNITIES.

ANOTHER THREAT IN CHANGE OR FLUCTUATION IN MARKET CREATIVITY DEMAND AND CONDITION.

# TIME MANAGEMENT TOOL

## SCORO

**SCORO IS WORKING MANAGEMENT SOLUTION TOOL WHICH INVOLVES TIME TRACKING, WORK REPORTING, BILLING TASK, AND TASK MANAGEMENT. IT IS AIMED TO TRACK BOTH THE BILLABLE AND ACTUAL TIME AND THE TRANSFER HOURS TO THE INVOICE. IT ALSO HAS NUMBER OF WORKING HOURS REMINDERS FOR LATE WORK AND MANY OTHER THINGS.**



# TIME MANAGEMENT TOOL

## ACTIVE COLLAB

**ACTIVE COLLAB IS A COMBINATION OF TIME BILLING WITH THE PROJECT MANAGEMENT WHICH MAKES IT EASY TO TRACK AND PLAN THE CREATIVE PROJECTS. ALSO THIS TOOL OFFERS MANY FEATURES FOR THE REAL TIME COMMUNICATION AND TEAM COLLABORATION. ITS FEATURES INCLUDE, CREATION OF TASK WITH MULTIPLE USERS AND ITS DEADLINES, TIME E LINE FOR PLANNING TIME TRACKING AND MANY OTHERS.**



