



My Business skills presentation

This presentation is brought to you by myself donna



Donna Dunne

Lets start with me. Now, if you had asked me 10 weeks ago, “Do you know what business skills are about?”

My response would have been: **ABSOLUTELY NOT.** And I would never have thought I’d stick it out, but I actually **love** the course.

It has taught me a lot, which I will go through with you right now. So, let’s begin.





What are business skills

“Business skills are abilities that help individuals succeed in a professional environment, such as digital literacy, teamwork, problem-solving, and communication.”



The importance of business skills



Modern workplaces depend entirely on digital tools. To drive Efficiency, Seamless Collaboration, and data-driven management, digital literacy is Essential.

Microsoft PowerPoint



Used for presentations.



Helps communicate ideas visually.



Use images, charts, and bullet points.



Keep slides clear and simple.

Why these skills matter



EMPLOYERS VALUE THESE
SKILLS.



IMPROVE PRODUCTIVITY AND
CAREER OPPORTUNITIES.

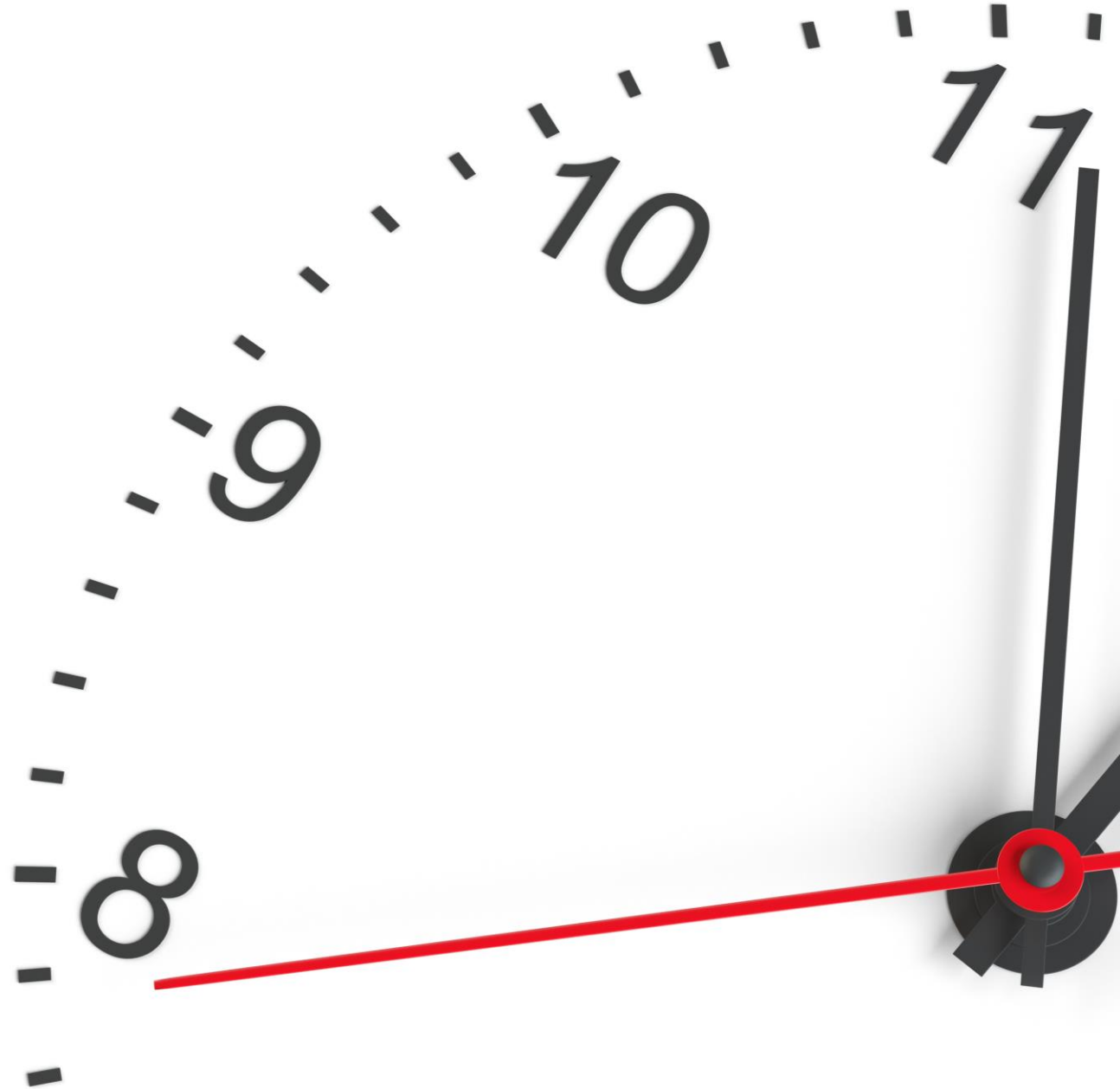


ESSENTIAL IN MOST
INDUSTRIES.

Time management

“I’ve improved my organisation skills by managing my tasks, meeting deadlines, and using calendars to stay on track.”

Time management has helped me to plan and organise how you I uses my time.





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- Problem solving
 - Problem solving in business is about finding and fixing problems. First, you need to understand what the problem is. Then you think about why it is happening and come up with some ideas to fix it.
 - For example, if a business has low sales, it might try better advertising or improve customer service. After choosing a solution, the business puts it into action and checks if it works.
 - Good problem solving helps a business do better and reach its goals

Communication skills

- Clear speaking and writing
- Active listening
- professional emailing
- presentation skills



Teamwork

Working

Working effectively
with others.

Sharing

Sharing ideas

Respecting

Respecting roles

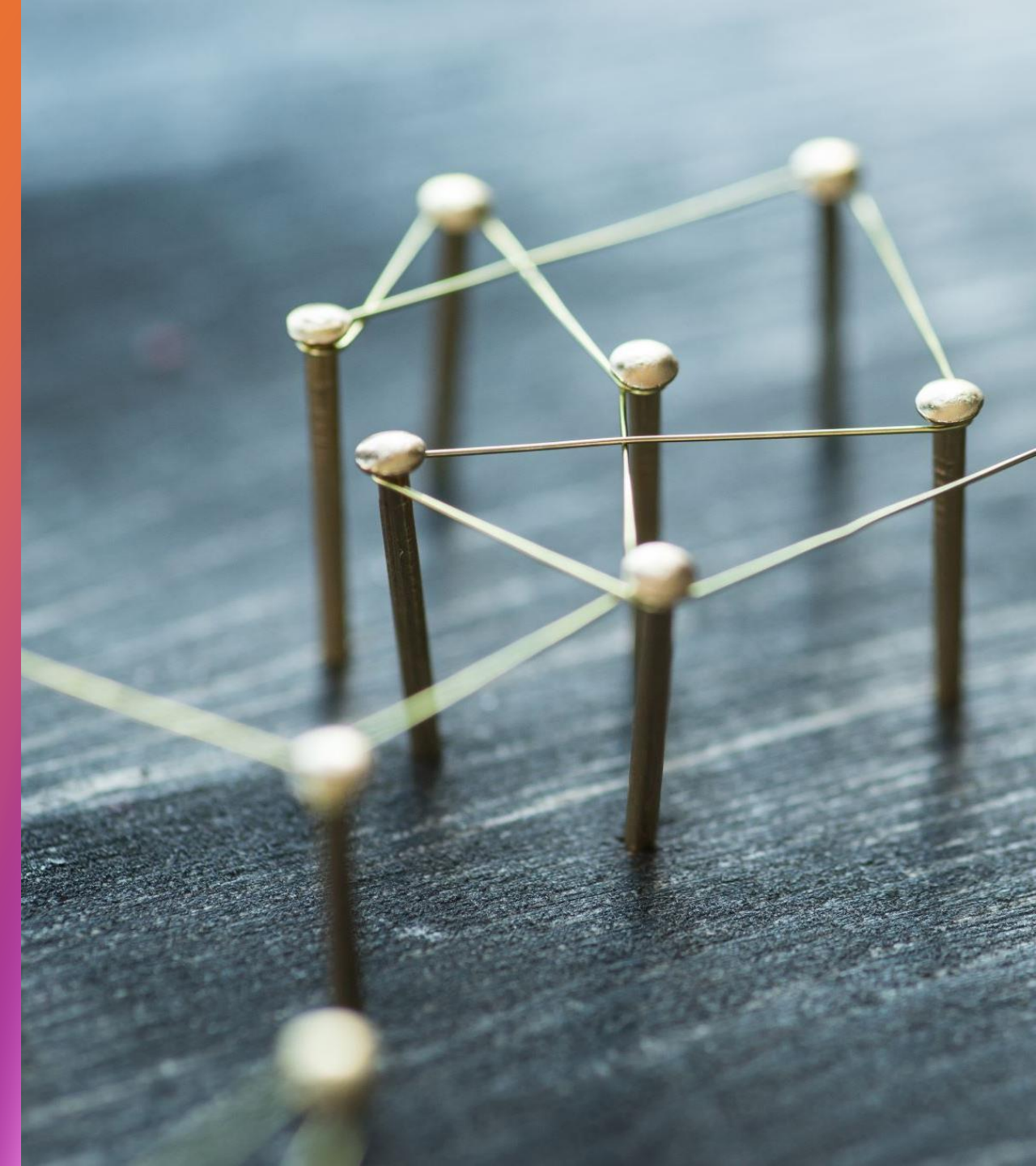
Achieving

Achieving common
goals

Microsoft Excel

- Has taught me how to use and organise a spread sheet with data.
- Used for calculations, charts, and analysis.
- Important for finance, reporting, and planning of everyday life.





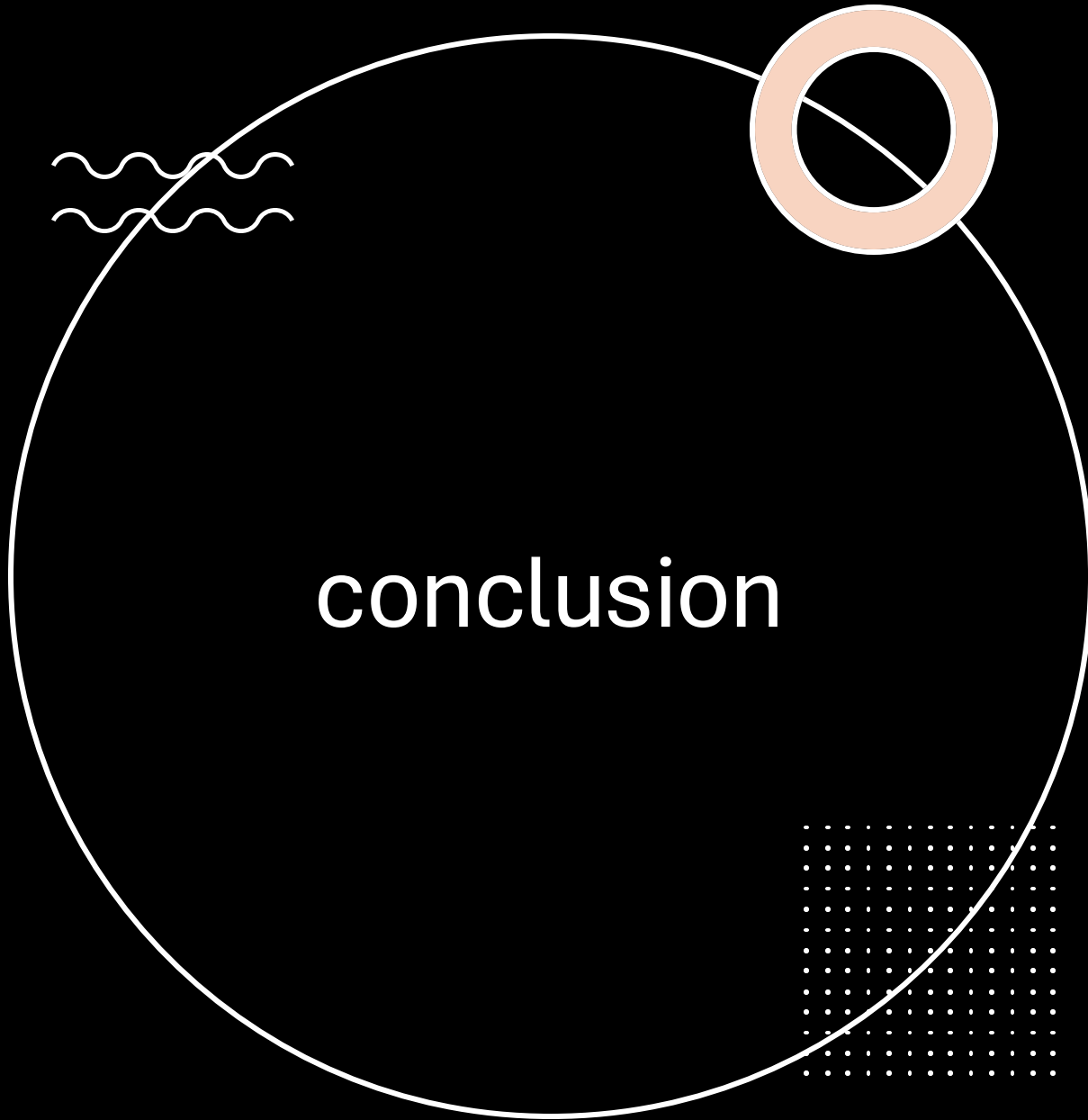
LinkedIn

- Professional networking platform.
- Helped me build my own profile.
- You can Connect with employers.
- Showcase skills and experience
- Find jobs.

Jisc

Jisc provides digital resources and training for education and businesses.

Helps improve digital capability and online learning.



- Business skills combine communication, digital tools, and personal effectiveness.
- Continuous learning is key.