

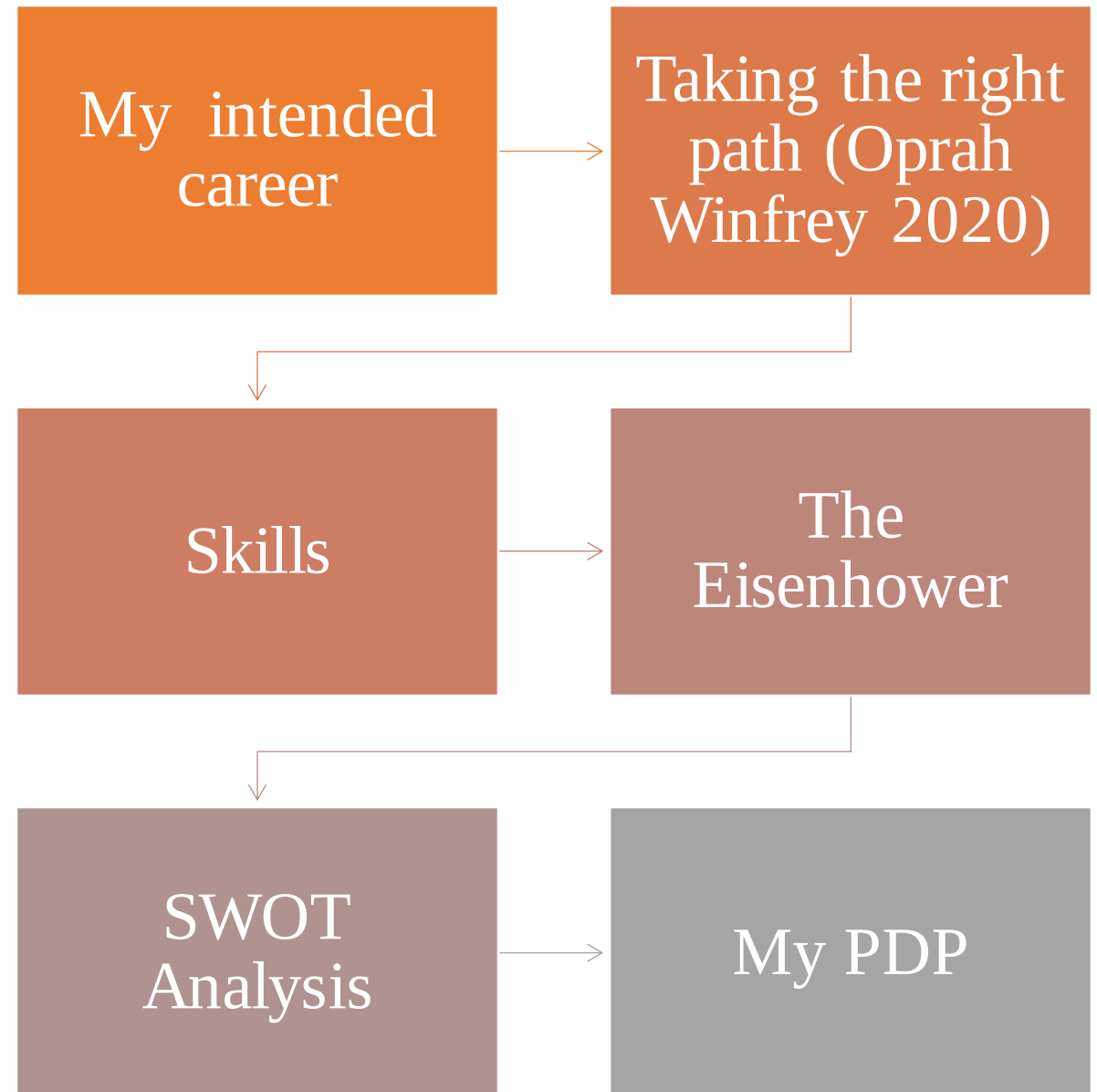
Academic and Employability Skills

David Mafuta (2007846) Term 1 Group 9

Task 1



Contents



My intended career

My destination (starting a new security and cleaning company)

If you don't know where you are going, any road will get you there (Carroll 2011).

Taking the right path (Winfrey,2020)

- My view is opposing (Carroll's,2011) view.
- My view is that if you don't know where you are going, you may turn round and round before getting to your destination.
- But if you know where you are going, you will surely get to your destination on time.





Soft Skills

- Prior to start my road to get to my destination, I had some soft skills:
 - *Communication
 - *Adaptability
 - *Openness to criticism
 - *Leadership

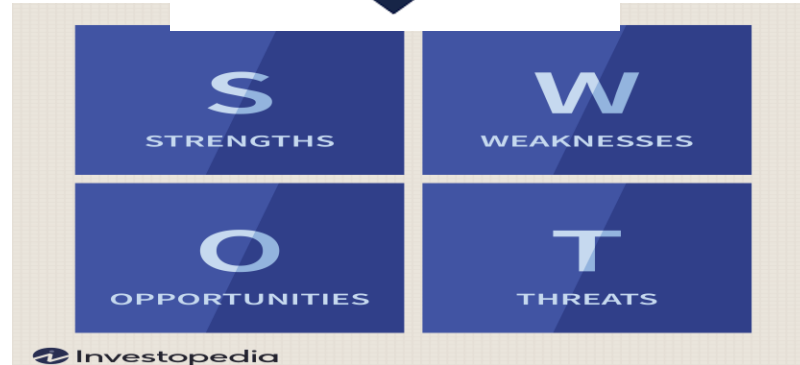
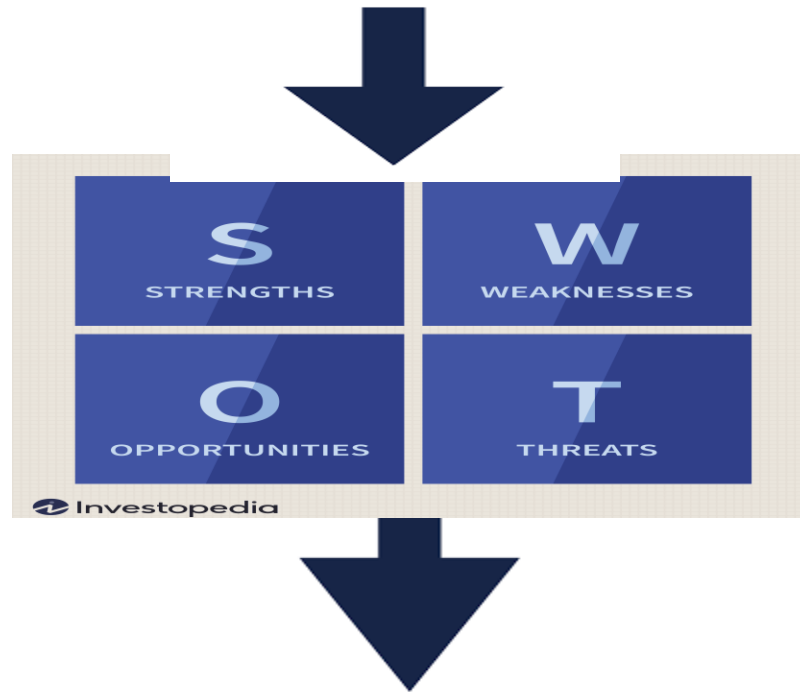
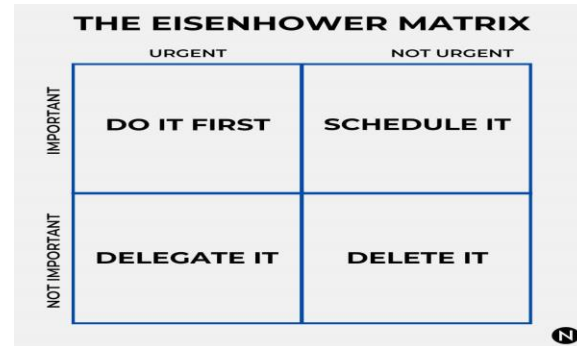


Hard Skills

Academic skills that I need to be successful in my career.

- Referencing
- Computer skills like PowerPoint, Excel...
- Skimming
- Scanning
- Note taking

Both pictures below are screenshot from google.





My strengths

- Trustworthiness
- Discipline
- Patience
- Creativity
- Dedication
- Respectfulness



My weaknesses

- Time management
- Referencing
- Taking too many risks

Opportunities



ALREADY OPERATING AS
SOLE TRADER IN SECURITY
AND CLEANING



POSSESSION OF SECURITY
EQUIPMENTS



POSSESSION OF CLEANING
INDUSTRIAL MACHINERY

Threats

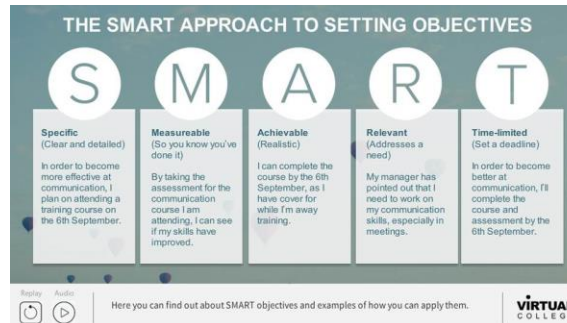
Lack of a good laptop

Lack of reliable internet connection



Personal Development Plan (PDP)

Skill	How	Time	Obstacles
• Time Management	mastering the Eisenhower	6 Months	lack of time
• References	reading the Harvard RHB	1 Month	need to download the HB



References:

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- Morgan, P (2017). *The Business Student's Guide to Employability*. London: Sage.
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