



Academic and Employability skills

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Date: 12/12/21

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Introduction

- My purpose is to talk about academic and employability skills
- Academic skills are set of talents: cover letter, note taking are very important in our life.
- Employability skills like: social skills, technical skills and teamwork skills help us to become better workers
- By doing business studies, you develop the best skills that are relevant to any kind of work and you get a really good qualification.



Whats your intended career plan

- My intended career is to become a Business manager.
- To become a Business manager you have to be a good leader.

For this job we need to be

- Responsibilities
- To have a good communications
- To know how to work with people

Skills required

Skills for management career;

- Interpersonal skills
- Communication and motivation
- Organisation and delegation
- Forward planning and strategic thinking
- Problem solving and decision-making
- Commercial awareness
- Mentoring

Developing my management skills;

- Joining student societies
- Internships and volunteering
- Part-time work
- Studying for professional qualification



Swot analysis

Strenghts	Weaknesses
Good communication Good team working	Lack of attention creativity
Opportunities	Threats
Team leader skills Managerial skills	Big competition Not good at public speking

PDP (Personal development plan)

Objectives

➤ Research skills- It helps to identify the problem (Bandaranaike, 2018).

It also gathers enough information to address the issues.

➤ Problem-solving skills-It helps to identify the different problem-solving methods that are appropriate.

Action Plan

➤ My action to improve this skills

in myself is therefore to evaluate

the resources which are, therefore,

relevant to the problem solution.

➤ My action to improve this skills is

therefore to give my best and give a

detailed look at every issue it occurs

and

understand the core of the problem to solve it out.

Measures of success

- I have understood from these research skills that my success in this area is by unlocking and exploring new possibilities.
- I have understood from these problem-solving skills that it will help me to be more conscious of every situation and every phase where the problem arises and the correct method of solving is being applied.