Academic and employability skills

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Introduction

“Academic skills” are a group of learning exercises, studying plans and techniques, and “time management tools” that assist individuals study and absorbing various learning techniques. “Employability skills” refers to the soft attributes and the non-scientific attributes required to obtain an occupation. The soft attributes involve transmission, group exertion, issue-solving, inventiveness, scheduling, controlling, self-administrative, and many more. Following this, the presentation will include a brief description of academic and employability skills and personal descriptions. Later, the presentation will comprise a SWOT analysis. Furthermore, the presentation will include a definition of time management tools and their advantages towards the career. Lastly, the presentation will consist of PDP and its advantages towards the career.

Academic and employability skills

“Academic skills” refers to the aptitudes and practice that advantage educational track like studying, investigation, report writing, and demonstration. Academic skills include examination, transmission, and cultural, organizing, learning, test-taking, and practical expertise. Employability Skills refers to the transportable ability required by a person to make them serviceable (Nisha and Rajasekaran, 2018). Employability skills refer to the belief that one will furnish the worker to transfer their position to the best of their skill.

Personal description

Currently, I am working in the furniture industry as a delivery driver and installer of furniture. However, in my career ahead, I want to become a team leader in the same furniture industry as my job position. Being a delivery driver and installer of furniture, I need to take many responsibilities like taking care of the furniture which has been packed inside the box in my vehicle. I need to drive safely so that the furniture does not face any kind of damage. While installing the furniture, I need to check all the equipment that has been provided with it.

SWOT Analysis

There are various kinds of abilities as well as weaknesses in me that can lead my career from being a team leader in the future. Though, there are some weaknesses that I need to refine so that I don't face any kind of problem in the future.

Strengths

I have good leadership skills which can help me from being a good team leader and motivating my team members. I am imaginative, as I can be creative while performing the assigned tasks. I can help my team members to be creative in their tasks or activities too. I stay completely focused and honest towards my profession and tasks (Driskell *et al*., 2017). In my past life, I attended many motivational seminars that have helped me a lot being a good person in life, furthermore, I can pass the same to my team members.

Weaknesses

One of the most important factors that are lacking in my personality is that I cannot handle multiple tasks at the same time. I get stressed while performing multiple tasks, due to which I get forced to complete the task in a hurry, which might affect the quality of my work (GURL, 2017). I need to be more flexible in my work so that I do not get stressed and the work does not lack quality. Lastly, I cannot face audiences or crowds, as I have stage fright.

Opportunities

By being a team leader, I can get many opportunities in my life as well as in the furniture industry. I can gain organizational skills by which I can handle many tasks at the same time (Teoli *et al*., 2019). I can motivate my team members to be productive which can help the furniture industry to obtain its goals as well as objectives.

Threats

In this furniture industry, there are already plenty of team leaders who are more effective than me based on experience, or expertise. Due to this, it creates a threat for me, to stay competitive towards other teams and their team members. Any issue created by my team member can affect me as well because the responsibility of the entire team lies on me. A team leader always has to stay positive so that their creativity does not compromise (Rahmani *et al*., 2018). According to this, if I generate any negative factor in me, it can affect the entire team and the team may dissolve. As I currently have a problem of facing multiple tasks at the same time, due to this, the furniture industry might not select me as a team leader.

Time management tools

“Time management tools” are the tools that help individuals or businesses to plan, program, and sequence their activities or tasks. “Time management tools” are always functional in mitigating time limits, utilizing them for collective assets, and controlling outputs with concentration. “Time management tools” can help me on a larger scale to plan my activities or tasks in the furniture industry. I can organize my routine which can also help me to mitigate various problems or

deadlines on time (Rudolph *et al*., 2018). Time management tools can help me to gain the advantage of refining my weakness of performing multiple tasks at the same time.

PDP

PDP refers to the personal development plan. A personal development plan refers to the group of aims and objectives that are developed by an individual to obtain a better lifestyle in the future. A PDP includes an account of intention or aims, a record of skills, a record of areas to grow, examination of dangers to enhancement, deadlines, fixed goals, and many more (Bukharina, 2018). A PDP can help me in many ways, it can help me in defining my goals for my career. It can help me to analyze my abilities and weaknesses, and it can help me to refine my performance level.

Conclusion

The above presentation included a brief description of academic and employability skills and personal descriptions. Later, the presentation comprised a SWOT analysis. Furthermore, the presentation included a definition of time management tools and their advantages towards the career. “Time management tools” are the tools that help individuals or businesses to plan, program, and sequence their activities or tasks. “Time management tools” can help individuals on a larger scale to plan their activities or tasks in the furniture industry. Lastly, the presentation consisted of PDP and its advantages towards the career. A personal development plan refers to the group of aims and objectives that are developed by an individual to obtain a better lifestyle in the future.

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