

Academic and employability skills

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Importance of Academic skills

Academic Skills are set of talents, improvements who can offer us a chance to achieve the academic success that reflects our potential.



Academic skills motivate us to become more valuable learners and better workers.



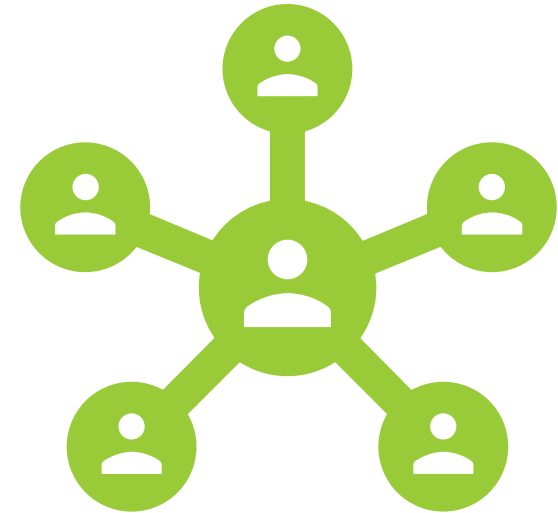
Academic skills like note-taking, reading, reflection, time management, are very important because they help us to build our future.

Employability skills

Employability is a connection between study, personal development and other activities.

Is a combination of knowledge and attitudes such us:

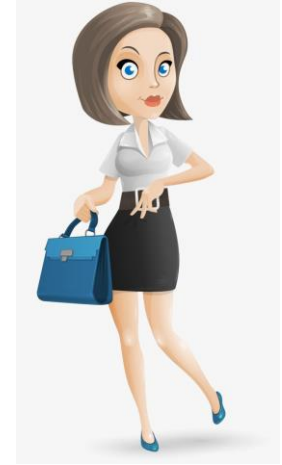
- ✓ Communication skills
- ✓ Self management
- ✓ Teamwork skills
- ✓ Problem solving
- ✓ Proper planning skills





My intended career plan is:

- ✓ Open my own bakery with my name
- ✓ Become popular in a very short time
- ✓ Impress our clients with our unique products



My requires are:

- Business plan
- Good location
- Legal and license fees
- Equipment cost
- Suppliers and ingredient costs
- Experienced workers





Skills required to open a bakery

- ✓ Leadership skills
- ✓ Good Communication
- ✓ Attention to details
- ✓ Time management
- ✓ Organization skills
- ✓ Team working

SWOT analysis

Strengths

- Dedication and patience
- Positive attitude, humour
- Creative thinking

Weaknesses

- Self-management
- Lack of attention
- Lack of experience

Opportunities

- Collaboration skills
- Self confidence
- Focus on the new technology

Threats

- Competition
- Customer Complains
- Delivery on time

Deliverables	Actions	Time
• To improve my English	• To attend English classes • Work on my punctuation and grammar mistakes • Expand my vocabulary	4 months
Compose under pressure	• Try to remain calm in every situation • Taking help from others if required	3 months
Curiosity	• I should be open-minded • Ask questions continuously	4 months
Training course	• Understand the terminology and ingredients • Learn techniques of cakes and pastry.	6 months
Visit different countries	• Experience exchange	2 months

Personal Development Plan

Conclusion



- Skills are an important in our life because can provide us a big chance to succeed in the intended career.
- Starting a small business is a big challenge for me but I will work hard to put my skills in practice, also to manifest my self as a leader and to share my knowledge with other people.
- At the end of the way, I would like to be recognised as a successful businesswomen who has achieved all the goals and to leave a positive impression in people's life.

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