

ACADEMIC AND EMPLOYABILITY SKILLS

ASSIGNMENT 1

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CAREER



SKILLS

HARD SKILLS	SOFT SKILLS	ACADEMIC SKILLS	EMPLOYABILITY SKILLS
-Informatic skills -Typing speed -Courses certificate -Languages	-Empathy -Creativity -Flexibility -Friendly -Motivation -Patience	-Multimedia design course -Photoshop course -Office course -English course -Ancient Egypt course -Art course -Hairdressing course	-Problem solving abilities -Work ethic -Technology skills -Sense of humour -Commitment

SWOT ANALYSIS

- Languages
- Informatic skills
- Flexible
- Empathic
- Reliable

- Lack of communication skills
- Lack of qualifications
- Lack of experience
- Poor time management



- Vacancy
- Inside the industry
- Worldwide business

- Competitive market
- Training and education obstacles

PERSONAL DEVELOPMENT PLAN

INTENDED CAREER	HOW CAN I ACHIEVE MY GOAL?	HOW LONG IT'S GOING TO TAKE?	WHAT OBSTACLES MIGHT GET IN MY WAY?
INSURANCE BROKER: -Confident -Communication skills -Digital skills -Accounting knowledge	-Finishing this course -Starting an accounting course -Improving my hard and academic skills -Starting a training -Asking for help from my boss	1 year	-Lack of motivation -No enough time -Procrastination

CONCLUSION



"The capacity to learn is a **gift**; the ability to learn is a **skill**; the willingness to learn is a **choice**"

(Herbert and Anderson, 2000)

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