Description of Training and Work Performed During this training, I focused on developing both my personal and professional skills.I learned that these skills are essential for success in both academic and professional environments, as they help improve teamwork, reduce misunderstandings, and increase productivity.To address these challenges, I practiced speaking in smaller groups to build confidence and started using a daily planner to organize my tasks more effectively.I worked on identifying my strengths and weaknesses, which helped me better understand my abilities and areas that need improvement.

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