**enhance , brush off, broaden , hone, strengthen, gain, excel , enroll in , sign up for, step up , explore**

…………………………know-how

……………………….necessary skills

……………………..interpersonal skills

………………………….workshops

……………………………in the most crucial areas

……………………………unknown areas

………………………..additional course in accounting

………………………others in reporting

Lay greater emphasis on ……………………….

………………………..accuracy

…………………………rusty / unused skills

…………………………….new range of skills

I intend to ……………………..

It is of primary importance for me to …………………….

I am going to put greater stress on……………………….

In the first place my intention is to …………………………………and

With a view to diversify my spectrum of aptitudes I am planning to………………….

**facilitate, ease, increase, make , meet, exceed, achieve, accelerate**

- ………………………….day – to – day duties

- ………………………….comprehension of

- ………………………… required level of proficiency

- ………………………… my capabilities in……………..

-…meet……………………….imposed goals

- …accelerate……………………….pace of executed tasks

In the first place it will ……………………………….let alone ……………………

Overally all steps taken will…………………………

Thus far I have had issues related to …………………………………participation in …………………….course will ………………………………..as a consequence the quality of my work will ……………………