

BMSW4001 Academic and Employability Skills (ACE)

ID: 2132878
Teodora Katsarova

Career Choice



Current Skills

- ☐ Team worker
- ☐ Leadership Skills
- ☐ Risk Taker
- ☐ Communication Skills (Cheary, 2022)
- ☐ Positive Attitude



Required Skills



- Problem Solving
- Technical Skills
- Multitasking
- Conflict Management and Resolution
(Skillsyouneed, 2022)
- Cultural Awareness
- Financial Skills

SWOT ANALYSIS



STRENGTHS

- Team worker
- Leadership skills
- Risk taker
- Communication skills
- Positive attitude

- Lack of technical skills
- Lack of conflict management skills
- Lack of experience
- Limited cultural awareness
- Lack of problem solving
- Limited multitasking
- Lack of financial skills

WEAKNESSES



OPPORTUNITIES

- Courses for technical skills
- Gaining experience
- Gaining cultural awareness
- Practicing multitasking
- Courses for financial skills

- Conflict among employees
- Competitors
- High fee for online courses
- Limited problem solving ability

THREATS



Achievement of Skills



- Developing Personal Development Plan
- Conducting Time Management
- Working in the industry
- Gaining people skills

Time Management

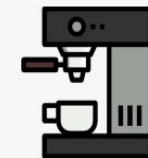
	Urgent	Not Urgent
Important	DO - Enrolling into online courses - Application for job in coffee shops - Saving money - Discussing with the experienced	SCHEDULE - Researching about coffee shop trends - Looking for employees or partners - Deciding on menu
Not Important	DELEGATE - Looking for locations - Looking into different cultures - Researching what customers want	DON'T DO - Watching television - Browsing other options - Enrolling into irrelevant courses

Personal Development Plan

Academic Skills	Actions	Resources	Future Implications
Problem Solving	Reading books, researching on different problem-solving skills, watching YouTube videos, playing intellectual games, solving numerical problems, solving puzzles	Critical thinking by Travis Holiday and Kevin Holdings, YouTube, Play store games	Properly being able to understand issues and devise solutions
Technical Skills	Researching about required technical skills, enrolling into online courses, practicing	Internet, Coursera, HarvardX	Being able to design menus, prepare coffee, understand quality
Multitasker	Practice doing multiple tasks at the same time, learning focus	Planning and Time management tools	Being able to derive complete various tasks at once and saving time
Conflict Management	Doing online courses, reading books, volunteering to resolve conflict	The Conflict Resolution Toolbox by Gary Furlong, HarvardX, Coursera	Being able to conduct effective conflict management
Cultural Awareness	Researching into different cultures, mingling with diverse people, being respectful	Internet, Coffee shops, Clubs	Being able understand different cultures and be sensitive
Financial Skills	Enrolling into courses, personal budgeting, practicing	Udemy, HarvardX, Coursera	Being able to manage finances of the coffee shop transparently and effectively

Conclusion

- ❑ Assessing skills
- ❑ Gaining skills
- ❑ Following time management plan
- ❑ Following personal development plan



References

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