

*Analyse of academic and employability skills,
referring to published literature*

Academic and Employability Skills (BMSW4001_LON)

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✓ **Academic skills**

- Reading and understanding
- Writing an essay
- Research
- Time management



✓ **Employability Skills**

- Problem solving
- Leadership
- Communication
- Proactivity



✓ ***What I need to improve?***

- Organising my time
- Deeply research
- Problem solving
- Proactivity

Future job as a Hotel Manager

Plan, organise and direct all hotel services



➡ Promote the hotel using marketing tricks

- Website
- Content
- Promotions and events

➡ Organise events and catering

- Taking the best of the day
- Flexible
- Communicative

➡ Organise an effective security

- Intelligent access control system
- Guests should be informed

➡ Deal with suppliers

- Make them engaged with the hotel
- Share customers feedback
- Minimise the supplier risk



What else?

➡ Do the schedules of the team

- Overtime
- Keep in contact with departure supervisors
- Follow the plan



Date	Start Time	End Time	Regular Hrs.	Overtime
4/8	8:00	17:00	8	
4/9	8:00	18:00	8	
4/10	8:00			
4/11	8:00	18:00	8	
4/12	8:00	17:00	8	

Date	Start Time	End Time	Regular Hrs.	Overtime



➡ Meet and greet the guests of the hotel

- Greeting
 - Be polite and smile
 - Offer to assist

What about me?

SWOT ANALYS

Strength - Good at communications - Detailed - Flexible - Good at planning - Motivating - Positive - Making decision - Responsible	Weaknesses - Need to improve my English - To organise my time optimally - Deeply knowledges - More practice - Need of taking more initiative - Need to be more confident
Opportunities - Better education - Good reputation - Business opportunities - Career development	Threats - A lot of competitors - No enough experience as a manager - Covid-19 - Lack of experience in working with big companies

At the end: How to become a better version of me?



- ✓ Books and movies in English
- ✓ Time table - when and what I should do and how long it should be
- ✓ Management from reliable sources like books and magazines from the library
- ✓ Training courses
- ✓ Action-oriented
- ✓ Replace the negative thoughts with positives ideas
- ✓ Be curious

Reference List:



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4. Miller, A. (2016) *Hotel Operations Management*. 3rd Ed. Pearson
5. Venison, P. (2005) *100 Tips for hoteliers*. Iuniverse