

MY INTENDED CAREER

Module code: BMSW4001-Academic And
Employability Skills

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Agenda

- My intended career
- Personal Development Plan
- My Swot Analysis
- Time management
- Reference List

Event planning manager

What it takes

Required skills and abilities for Event Management

- Organisational skills
- leadership skills
- Communication and people skills
- Creativity and flexible thinking
- Problem-solving and diplomacy
- Decision-making
- The ability to accept criticism and work well under pressure

Personal Development Plan



Where I am now?

- **SWOT** analysis

Where do I want to be?

- Set my goals

How do I want to get there?

- Skills and knowledge to learn
- Identify what resources I need.

Engage in development activities

How well did I do?

SWOT Analysis

Strengths

- Organizational skills.
- Curiosity.
- Creative.
- Communication skills.
- I speak Romanian, Italian, and English languages.
- Good social network contacts.
- Good social media skills-Instagram , youtube.
- Sales background.
- Good customer service

Weaknesses

- Tending to take too much responsibilities.
- Poor time management.
- I don't get to have solid experience in people management skills.
- Writing skills in English.
- Control freak.

SWOT Analysis

Opportunities

- **Within my course:**
- Higher-level general IT skills.
- Possibility of improving interpersonal skills and gaining leadership skills.
- Possibility of improving my communication skills.
- **Outside my course**
- -Event planning as a profession is rapidly growing.
- Experience gained working as a Club Promoter.
- Good social network

Threats

- Competing with candidates with more experience and skills.
- Poor time management.
- Lack of management experience.
- Family responsibilities.
- The Pandemic impact on the events industry.
- Stressful lifestyle

Personal Development Plan

My Goals



Short-Term Time Frame :3 to 6 months

- Improve my English language
- Improve my Time management
- Build connections within events industry

Mid-Term Time Frame :6 months to 2 years

- complete my University course successfully
- Start a course for Event Planning
- Build my portfolio
- Apply for a job

Long-Term Time Frame :2 years to 3 years

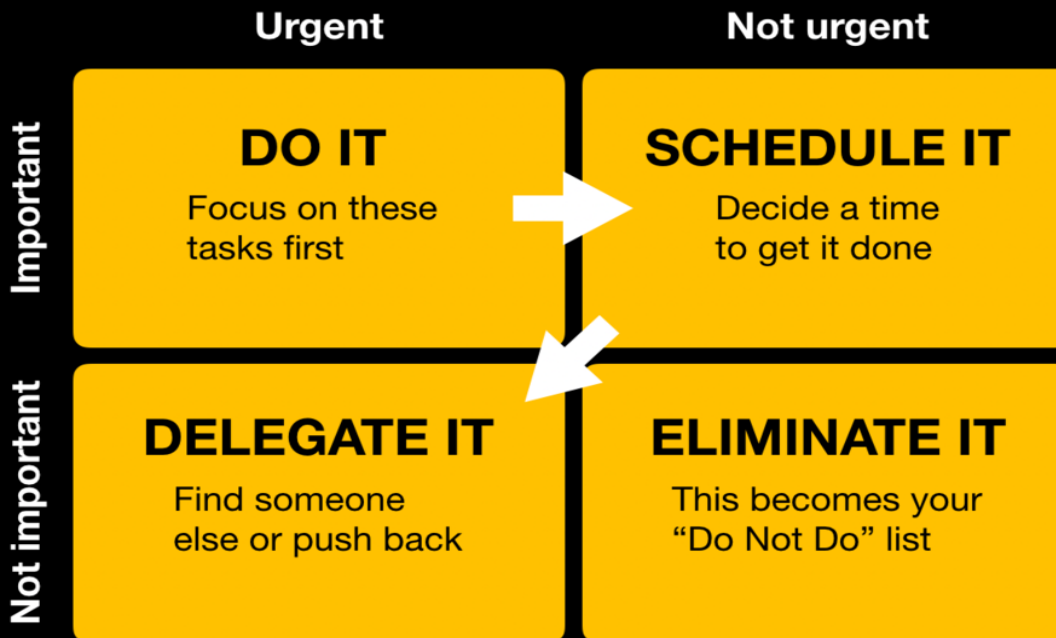
- Gain experience in industry
- **Becoming an event planning manager**

Time Management

Eisenhower matrix method

How important is the task?

How urgent is?



- Do
- Decide
- Delegate
- Delete

Time management

Mark Twain once said that if the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long. Your “frog” is your biggest, most important task, the one you are most likely to procrastinate on if you don’t do something about it. (Tracy, 2021)

- **Set S.M.A.R.T goals**
- **Avoid multitasking**
- **Keep a to do list**
- **Prioritize Tasks**
- **Use my body clock**

References

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