

BMSW 4001
Academic and Employability Skills

Assignment 1

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Introduction:

- My goal is to open a restaurant business.
- I want to have a network of restaurants around the world.
- To achieve this goal I need to have the appropriate knowledge and skills.

Academic Skills:

- During my period of studying I can learn or improve these skills:

1. Time-management
2. Team working
3. Problem solving
4. Communication and negotiation
5. Decision Making
6. Leadership skills

SWOT Analysis

- I have done a SWOT analysis to improve and understand what I am good at and what I need to improve.

S-strengths

- Good communication skills
- Good team-working
- Good time-management

W-weaknesses

- Marketing knowledge
- Financial knowledge
- Networking

O-opportunities

- Studying all of these at University
- Hard working and opening the business

T-threats

- Finances
- Age

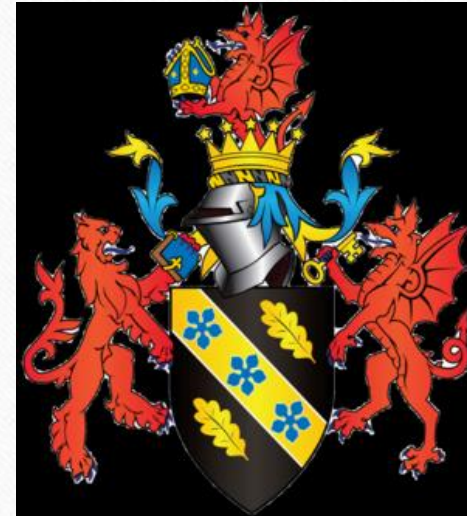
Knowledge:

- To open a successful business I need to have some knowledge about it.

For example:

- Knowledge about marketing
- About business law
- About managing this business in our days.

To get this knowledge I will study business and marketing at University. This way I will have the right knowledge and qualifications for opening this business.





I have done a research and
I found what skills I need
for managing a business:

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- Financial management
 - Marketing, sales and customer service
 - Project management and planning
 - Networking

PDP-personal development plan

Target	Action to achieve	Evidence of completion	Target date
Keep up to date with this course work and assignments and this way improve my skills.	• Allowing enough time to my self for preparing the work • Practising skills learnt • Being organised and motivated.	Assignment work will be completed on time and on a high standard.	On my period of studying: (2020-2021)
Gain experience in business.	• Develop contacts within business • Doing work experience • Understand area of business which I want to work in	• Find a workplace in business area. • Develop and maintain good contacts within business .	After or during the studies.

References:

- Morgan, P (2017). *The Business Student's Guide to Employability*. London: Sage.
- <https://www.smallbusiness.wa.gov.au/business-advice/starting-your-business/business-skills> Accessed: 27/11/2020