

Report

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Introduction

This report based on employability skills how this is associated to leadership skills and reflect upon my own skills to become a Vegan Restaurant Owner beside my sport career.

Because of the sport I learned how to be a good leader and team worker however I know this is a great start and gives me a certain confident, but I must develop and improve my skills in the business life.

These skills in my report among others I will talk about Emotionally Inteligent, Flexibility (which's my weakness), problem solving skills, Great communication, inspiration and Time management.

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2 Flexibility

I feel sometimes that I'm not enough flexible and I'm pretty sure that I must work hard to achieve this skill because it's not easy to become a flexible leader, however what I must learn is that I shouldn't mix my emotions with business, and always trying to focus on my employees, for me they are the most important piece of the business and if I make them feel this then my employees will show me more productivity, kindness, loyalty. As I said I'm very emotional and mostly my emotions drive me when I make decisions so I must be professional regarding my relationship with my employees.

I really want to achieve that to be flexible and whenever I must deal with a hard decision don't listen always to my heart just make the best decision regarding the situation.

Flexibility in a time of great change is a vital quality of leadership.
Tracy (2013)

Flexible leaders understand each employee's skills, situations, strengths, weaknesses even though they don't mention it always. It's very important to be wary of situations where people may take advantage of such adaptability. Here comes my favorite part and I think this is also the key of the success how to build relationship with my employees in the really beginning. Basically, while a manager or owner wants to keep an open line of communication, that line should not be crossed into being too friendly. An effective manager can be aware of the needs and problems facing an employee, but never being involved in them. Any abuse of a manager's flexibility must be addressed.

Let's say employees are the most important part of the business. By implementing more flexible management techniques business could be more powerful and successful and employees will be satisfied and more productive.

▪ **Emotionally Intelligent**

Emotional intelligence is like an ability to improve to handle my own emotions and like this with some empathy I could help to practice in their real life.

“Emotional intelligence is defined as the ability to understand and manage your own emotions, as well as recognize and influence the emotions of those around you,

There is also a very interesting notice from managers they made a research which said 71% of employers said they value EQ over IQ. After I read this, I can say emotional intelligence are more like stay calm under pressure, resolve conflict effectively, and respond to co-workers with huge empathy however is hard sometimes.

self-awareness is very important cause it's describes my ability to not only understand all my strengths and weakness, but to recognize my emotions and the effect on me and my team performance. If I want to bring out the best from my employees, first I need to bring out the best from myself, and here comes self-awareness.

Self-management means for me that I can manage my emotions especially in stressful situations and have a faith even though I'm facing barriers.

The more in tune with my emotional intelligence, however, the easier me can make the transition from reaction to response. It's important to remember to pause, breathe for a second collect myself, finally do whatever it takes to manage my emotions—basically that means taking a walk or calling a friend—like this I could have positive impulses and have a better moments when I'll be back

- They must be responsible for their work. This means that they must manage themselves.
- Continuing innovation is part of the work.
- Continuous learning is of the job, as it is continuous teaching.
- Productivity is not a matter of quantity of output. Quality is at least as important.
- Knowledge workers need to want to work for a particular organization and to this end, the organization must consider that the worker is an asset, not a cost.

Drucker (1999)

Relationship management refers among others that I'm able to influence coach and mentor others moreover resolve conflicts.

Problem Solving Skills

Problem solving is one of the most important skill that employers earn for jobseekers in almost every career sector.

There are always potential challenges, barriers in the workplace between employees for example the way how they work or the way how they speak with each other, but I think this is very common when people are under pressure especially in this case in hospitality.

My job is to get the skills to resolve different kind of situations in the workplace.

Causes are very important in order to resolve conflicts or disagreements. To do this, however I need to collect and evaluate data and finally isolate the possible underlying circumstances, on the other hand I need a vision to specify what exactly I need to do to handle it and achieve the first part of the solution.

However, the truth is that sometimes we need team work to determined what is causing a problem.

Sometimes we need to change strategy because once we were successful doesn't mean that is going to work in every kind of situation and for everyone.

Depending upon the nature of the problem we must be independent and always working on the best solution. Whoever make decisions in the business part like the background of the restaurant, me or my team leaders we need to evaluate, required resources, possible barriers, potential costs.

That is another side of problem solving.

If I must make short summary about problem solving, I would say we must be very clear what exactly the problem is, different people have different view what the problems or issues are so always be independent and collect then evaluate data.

Calculate what is the best option in the balance?!

Effective problem solving will take time I'm pretty sure, but we need time and attention to resolve them.

Great Communication

If we start this way, those things what we shouldn't be doing, it would be easier to understand the basics.

We shouldn't only ever give negative or redirecting feedback, on the other hand this is very dangerous to our relationship between employees and leaders.

Whenever we give negative feedback, we shouldn't sandwiching the negative feedback between two positive feedback because they might hear only the positive and they not going to remember the negative ones.

Never yelling or screaming with employees basically try to just not getting emotional in hard situations because you might lose your dignity in their eyes and that is the worst that can happen with leaders.

However, to be a good communicator we must be also a good listener.

A good communicator using also very well nonverbal communication, that would be body language, eye contact, gestures and tonal color all colors try to convey the message.

Moreover, if we start conversation with staff members, we must be always direct, specific and clear.

It's very good to prepare our thoughts in advance so we include all the relevant details.

Finally, I would say it's always good to be positive and respectful, when someone speaking to us, we must listen carefully and if we ask follow-up questions, we should demonstrate that we're paying attention and to make sure there are no miscommunication.

If somebody, ask me for advice about a little trick I would say when we talk about something we must illustrate through stories, giving life to a vision goal or even objective.

Inspiration

Become a good leader you must always possess the ability to inspire peers to do their greatest work, always support each other, and be able to do their jobs. Leaders build trust in employees and seek input to implement change and set goals.

We must feel passionate about vision and mission about organization.

Good leaders also able to share that kind of passion in a way that enables others to feel passionate too.

"In life you need either inspiration or desperation."

Robbins (2001)

If we are talking only about our passion is not enough, to share meaning allow the ideas and thoughts of your staff to help form the vision and mission, or minimally, the goals and action plan.

When team members see a leader modeling a strong work ethic, they will very often aspire to the same level of commitment. Team members loves working with people who inspire them, and they may commit to a company largely because of a great and inspirational manager.

Time Management

“Why do people complain that there’s no time to get their work done? Because there is more work to do than the work, they think they have to do “

Allen (2015)

We must focus on the progress and not the perfection, because as a leader we must support the members of the team help them to develop themselves and work confidently.

Why did I mention this?

The truth is many people struggling at work and it’s because the pressure they feel from unconfident.

There are leaders making instructions for employees but never show them how to do them.

However, employees lose confident like this difficult to manage their thoughts, they cannot complete tasks and they become unproductive.

The worse is they lose their time management because they become very unconfident and they trying to find proposes why they cannot have done their job and why the time is not enough.

However rather than feeling sorry about ourselves and crying on our own that we don’t have enough time, think about what you do have enough time for and start talking or thinking about that instead.

We must try to use our time for the things that are worth it and not wasting with useless thoughts.

We should do techniques like the following ones:

- Set Goals

Goals Give you focus, vision and destination to work towards, later you'll be able to identify what's worth spending your time.

- Prioritize

Don't take on the priorities of other's! This is very important because everybody has own problems own time management so focus on yourself.

- Say NO

We all have only 24 hours every day and we must focus on our responsibilities the things we must have done, and doesn't matter with who are you talking with but we all need to learn to say no when it's no time to do it because its waste of time for us.

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