

CertHE Skills for the Workplace

Academic & *Employability Skills*

BMSW4001

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Main context:

- Recruitment
- What is an operation manager
- leadership

What company, recruitment agency or job centres look in a candidate for employment?

Let's start with a good personal presentation and a good CV beyond technical job competencies

WHAT IS AN OPERATION MANAGER?

An operations manager is in charge of the company's operations and production in companies that offer goods and services. He or she is in charge of a company's items production and does all possible to improve the manufacturing machine's efficiency.

OPERATION MANAGER

LEADER

LEADERSHIP

to be a good leader you need to have ability and skills

- organization skills
- IT skills
- problem solving
- leadership
- communication skills
- time management
- negotiation

For being a good manager with a good leadership and other skills, it is basic

Having sound knowledge regarding the product and process

Also do not forget:

Self-awareness

Staying calm

But what makes you big is all the effort you put on the job and the experiences on the fields, it doesn't matter how big you are on paper, but it matters what have you learnt in the place and the enthusiasm you give every day and the empathy you have with others

Rogers, Karen. (2007). *Career Insights: Strategies for Effective Leadership*.
Vanderbilt University.