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MODULE NAME: ACADEMIC AND EMPLOYABILITY

MODULE CODE: BMSW4001_LON

LECTURER NAME: ANITA NAN



Overview

- *My intended career:*
- *Swot analysis*
- *Communication and listening*
- *Team working*
- *Flexibility*
- *PDP*
- *Conclusion*
- *References*

MY INTENDED CAREER

COFFEE SHOP MANAGER

RESPONSABILITIES

- Leader
- Planning
- Scheduling shifts for staff
- Monitoring daily expenses
- Order supplies

SKILLS

- Team working
- Time management
- Good math skills
- Communication skills



SWOT ANALYSIS

<u>STRENGTHS</u>	<u>WEAKNESSES</u>	<u>OPPORTUNITIES</u>	<u>THREATS</u>
Communication skills	Time management	Job promotion	Having arguments
Team working	Decision making	Important meetings	Losing collaborations
Creativity	Self critical	Meet new people with high position	Become stressed
Determined			



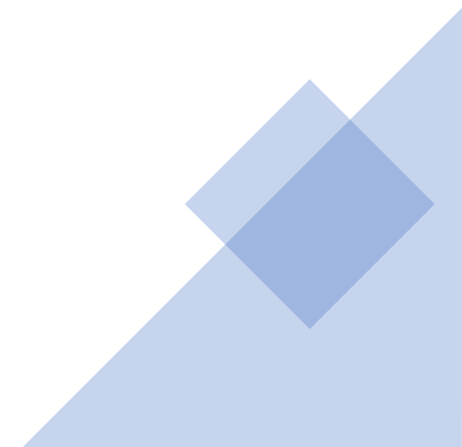
Analysis of skills

Communication and listening

Communication:

- Important to know how to communicate with your staff
- Important to solve any enquiries about the business
- Will help me to share opinions and experiences

Listening

- Important to listen costumers opinion
 - Important to listen your staff needs
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- **Team working**
- Important to know how to coordonate a team
- Share responsibilities equally
- Good colaboration
- Taking everyone idea's on board

- **Flexibility**
- To be able to work on different sectors
- Swap shifts
- Open-minded

Personal development plan

Improving my weaknesses

Time management

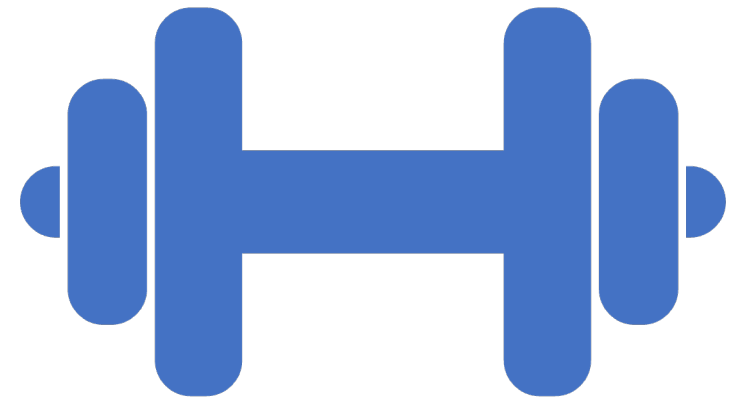
- practice and watch videos
- prioritize my tasks
- work at one task at time
- organise my workplace

Decision making

- Trainings
- Exercise
- Limit my choice

Self critical

- Reward myself for every task completed



Conclusion

- good skills in communication
- experience in team working
- good creativity, but also I know
- improve my time management
- exercise my decision making
- doing more courses, watching videos and make research

References

School:

Classroom:

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