

# Academic and Employability Skills

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**Logistics Manager**

# Introduction

- ▶ Logistics Manager
- ▶ Role of a Logistics Manager
- ▶ Skills needed for this role
- ▶ SWOT Analysis
- ▶ Personal Development Plan
- ▶ Conclusion

# What are academic and employability skills?

- ▶ Academic writing
- ▶ Paraphrasing
- ▶ Problem solving
- ▶ Teamwork

# LOGISTICS MANAGER

The importance of these academic and employability skills is that all of them will help me to reach my intended career and improve my performance.

# ROLE OF A LOGISTICS MANAGER

- Managing warehouse inventory
- Creating business relationships
- Negotiating shipping rates
- Setting up schedules
- Developing strategies
- Managing logistics staff
- Monitoring budgets

(Logistics Manager Job Description | Indeed, 2021)

# SKILLS NEEDED FOR THIS ROLE

- ▶ Numerical skills
- ▶ Forward thinking
- ▶ Excellent industry knowledge
- ▶ Interpersonal skills
- ▶ Adaptability
- ▶ Logical reasoning
- ▶ Organizational skills

(Logistics Manager Job Description | Indeed, 2021)

# SWOT

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graph TD; SWOT --> Strengths; SWOT --> Weaknesses; SWOT --> Opportunities; SWOT --> Threats;
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## STRENGTHS

- Loyal employees
- High level of customer satisfaction
- Time management

## WEAKNESSES

- Slow decision making
- Service issues
- Unable to maintain relationships

## OPPORTUNITIES

- Training courses
- Team buildings
- New relationships

## THREATS

- Competition
- Disloyal employees
- Shortages of workforce

# PERSONAL DEVELOPMENT PLAN (PDP)

| What are my big goals?                  | Which goals need to happen first? | When do I want to achieve this? | What obstacles might get in my way?             | How can I improve my chances of meeting my goal?                     | Where can I go for support?           | Review: How am I doing?              |
|-----------------------------------------|-----------------------------------|---------------------------------|-------------------------------------------------|----------------------------------------------------------------------|---------------------------------------|--------------------------------------|
| Becoming a successful Logistic Manager. | Completing my education.          | In a couple of years.           | Balancing my life between studying and working. | By setting minor goals and accomplishing them throughout my journey. | University professors and classmates. | Trying to do my best and study hard. |

# CONCLUSION

- ▶ Understand my responsibilities and develop the needed skills.
- ▶ Accomplishing short-term goals leading to better future results.
- ▶ Learn how to manage my time and focus on my strengths.

# REFERENCES

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