



ACE Practical Portfolio

BMSW4001

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Topics

- I. Introduction
- II. Steps for a successful career
- III. Logistic manager
- IV. What employers are looking for
- V. SWOT analysis
- VI. Personal development planner
- VII. The analysis
- VIII. Conclusion

Introduction

In the next 5-10 slides I will present you the career in the field of management that I want to follow and the ways in which I try to achieve this goal but also the way in which this course will help me. At the end of the presentation, I would be glad to answer any questions you may have.

Academic and Employability skills

Definition

Employability skills are the core skills and traits needed in nearly every job. These are the general skills that make someone desirable to an organization. Hiring managers almost always look for employees with these skills.
(Doyle, 2020)

Types of Employability Skills

- Good communication
- Motivation and initiative
- Leadership
- Reliability/dependability
- Following instructions
- Team work
- Patience
- Adaptability
- Emotional control
- Resilience

Steps to become a successful manager.

- I. The first step towards a successful career is to make sure that I'm spending my time preciously.
- II. The second step is to finding out: What employers want from an employee?
- III. The last step for a successful career is knowing my skills and my weak points and to improve them.



Logistics Manager

Duties and Abilities

According to Total Jobs (2021) the primary responsibility of a logistics or distribution manager is to organise the safe and effective storage and delivery of goods, as well as to guarantee that orders are appropriately completed.

7 skills required for a manager

1. Interpersonal skills
2. Communication and motivation
3. Organization and delegation
4. Forward planning and strategic thinking
5. Problem solving and decision making
6. Mentoring
7. Commercial awareness

(Smith, 2020)



What Employers are looking for?



Skills

Soft Skills:

- Problem solving
- Risk taking
- Leadership
- Customer services

Hard Skills:

- IT skills
- Financial Modeling
- Marketing skills

(Indeed,
2020)

SWOT Analysis

According to Schooley (2019), the greatest approach to maintain track of development, strengths, and weaknesses is to do regular company analysis and strategic planning. To evaluate my skills and my level of performance I will use a analytic method: SWOT. (See *Table1*)

STRENGTHS

- Communication and literacy (listening, written and questioning communication)
- I'm fully dedicated to a client's brand's success.
- Can-do approach/ positive attitude
- An entrepreneurial/ proactive personality

WEAKNESSES

- **Not enough self-confidence**
- **Mentoring, I don't have patience**
- **I'm not managing my time correctly**
- **Shy to make a presentation in front of the public.**

Opportunities

- To get on the level where I can be the best version of me (which always can be upgraded)
- Get promoted at my current workplace.

Threats

- People who are better qualified than me.
- Competition in my field

Table.1

PDP	Time Frame: Short-Term What am I hoping to achieve over the next three to six months?	Timeframe for the Middle-Term What are my goals over the next six months to two years?	Long-Term Perspective What am I hoping to achieve over the next two to three years?
My Objectives What are my long-term objectives that I wish to achieve in this time frame?	To achieve a level 4 degree in Higher Education: Skills for the workplace and to accumulate more knowledge and experience on this field.	To gain promotion in my current place of work.	To Become a manager at TWS company, in my department
Abilities and competencies What do I need to know in particular? What project do I have to complete?	To aware my weakness, to accept that I have them and to focus on developing my strengths.	I need to work more on my presentation and time management skills, to get more knowledge about efficiently team working, to understand how to work on teams and to be aware how to manage one.	To develop skills like: hiring Negotiation, persuasion and internationally thinking. Ensuring and preparing the best conditions for the development of contracts between the company for which I'm working and her customers.
Steps to Follow How will I obtain the required skills and competencies?	Reading books; for example now I start reading 2 books recommended by University *The Business Students Guide to study and Employability* and *Certificate in Higher Education: Skills for the Workplace Student Yearbook, by going at university and study; by doing volunteer on differents companies	Searching for available courses on my area and book a place. Attend to courses for getting better qualification.	- By successful completing the steps above. - Informational Interviews with the best representants from my customer list
Resources What are the resources I'll involve?	Study hard, Participation on classes, implication and by this I mean doing the exercise from classes, my 'homework', meditating on what we covered on each class session and asking what I didn't understand	Fundings and also verry good time management skills because I'm working on the same time and I need to split my time verry well between studying and work.	Time. University/course degree Qualification Experience
Timetable A. What time am I going to begin? B. What time it will be done? (approximately)	A. In progress, I already started the classes on University on Wales Trinity Saint David for Certificate of Higher Education in Skills for the workplace Where the modules are exactly what I need as a first step on my career development process as a logistic manager. B. Based on my university timetable I will finish this course by august next year.	A. According to my manager this it will begin in September this year because they will extend our company surface and they need a well prepared employee which is already familiar with our system working. B. This process should be done by March next year.	Day by day I'm working on this since I decided to move in the UK. Little by little, by working and getting more experience, by studying and getting more knowledge and skills and even when I will achieve this job posture I will still working for becoming the best version of myself, for myself.

The analysis

From my swot analysis we can see that my strengths are communication, positive attitude and dedicated to my job . According to Smith (2020) this are vital skills for my future career because a leader is one who knows his people and inspires them instead of motivating them. What do you need to do to get to the inspiration area? To do it yourself first. In order to inspire someone to do what you do, you need to be able to prove that you can do it. For example, as I mentioned in my swot analysis, presenting in front of the audience does not soften among my abilities, so I cannot come in front of you and tell you: you can speak and I will give you feedback.

To became a logistic manager firstly I need time management skills because, if I can't manage my own time how I can organise my team? I need efficiently team working skills. Also, I need to work on my mentoring skills because the most important goal of companies is: when you're working with them to don't know who the leader is, like that we are creating communities as well. As you can see on my personal PDP I already started to work on achieve this skills by studying at university of Wales Trinity Saint David for a level 4 degree on Higher Education in Skills for the workplace. By finishing this course I will achieve a degree, knowledge and skills this will make me more confident on myself, on my strengths and it will give me more chances to go over the competition from my field. But, a degree it's not enough, I need experience and this is why I'm working on the same time.

Conclusion

As Berish (2014) describes it, "working hard" always wins out among all the things you can do to be successful. Successful people arrive at work a bit earlier, stay a little later, and know how to go above and beyond to perform an excellent job.

In conclusion, critical thinking, involvement, knowledge of abilities / weaknesses and a continuous desire to improve them along the way are the most important criteria we must consider when planning our career. But, a very important thing that I did not mention is: to choose our career according to what makes us happy and for this we do not need analysis, skills or diplomas, we just need to know ourselves.

"Be patient with yourself. You are growing stronger every day. The weight of the world will become lighter...and you will begin to shine brighter. Don't give up." - Robert Tew



Reference list

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