



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

200
1822 - 2022

International Hotel Management

Business Skills

Week 4: Transferable Skills for Professional Practice

Part 1: Functional Transferable Skills –Time Management

Part 2: Learning and Development Workshop

Man Geni Addysg Uwch yng Nghymru
Where Higher Education Began in Wales

www.uwtsd.ac.uk



Learning Outcome

On completion of this session, you should be able to:

- identify characteristics associated with procrastination and perfectionism
- explain ways to help you improve your time management skills.

*A recap on last week's session will be included in your Learning and Development session

Reminder: Workshops: Key Dates for your Diary!

- Week 4 - Wednesday 17th May 1:30 – 2:30 pm : Finding and Using Information
- Week 5 - Monday 22nd May Industry Event: Whole Day Event
- Week 6 – Wednesday 31st May 1:30 – 2:30 pm Referencing Skills

***Please note, these sessions are compulsory as they are part of your scheduled learning.**

Part 1: Functional Transferable Skills for Professional Practice



Knowledge Check and Group Discussion...

➤ Have you ever considered what transferable skills are?

Let's take a look:



Transferable Skills for Professional Practice

Transferable skills can pretty much be split into two groups:
people skills and other more functional day-to-day business skills.

People skills

- Teamworking & collaboration.
- Communication & interpersonal skills.
- Leadership & management.

Functional business skills

- Research Skills
- Critical thinking & problem solving.
- IT skills & digital literacy.
- Time Management

(UWTSD, 2022)

People Skills and Functional Business Skills

- People skills are all about your communication and wherever you work you are more likely to have to work with someone. Your ability to lead a team, or to communicate well with your employer, client or colleagues is critical to your success and well-being. The ability to communicate well and get along with those you work with is crucial and employers value people skills very highly.
- Functional day-to-day skills help you to be more efficient and effective in your role. From organising and prioritising your time, to using excel to analyse data, to being confident when you are faced with challenges and change and coming up with creative solutions and new ideas. Many of these skills are fundamental to most jobs.

Coming up...

- During part 1 of today's session, we will be looking at functional Business Skills with the main focus on ***Time Management***.
- Part 2 will be a recap on what you have learned so far, followed by a discussion on next week's ***Industry Event***.

Transferable Skills - Education

- First, let's take some time to discuss some of the top transferable functional skills you will pick up during your time at university.

IT Skills

Your lectures are delivered online, so basic IT skills are essential for this course. However, you will be given the opportunity to develop your skills even further when participating in class activities. Also, there is support available via the Digital Support page on Moodle.



Digital Support: Hospitality
and Tourism

Category: Hospitality and Tourism
Management

digital help?

**GET SUPPORT WITH
ALL THINGS DIGITAL**

IT Skills:

- IT skills are not only a competitive advantage when applying for jobs but essential in some areas of employment.
- Be work ready! Use your time at university to be the employee of the future! 😊

Research Skills:

Much of your time at university will be spent researching certain topics with the aim of discovering new information or drawing new conclusions.

Research is a key element of critical thinking - one of the most valuable skills you can develop to future-proof your career. When you need to evaluate something, solve a problem, find a new direction or make a decision, you can't always simply rely on the information in front of you and what you already know; you often need additional *knowledge*, and you certainly need *perspective*.

Research Skills:

- As a graduate, employers don't expect you know everything there is to know but what they love to see is that you have the ability to absorb new information and be open minded about learning new skills.
- When it comes to the world of work, research skills are highly sought after by employers because they are *transferable* across many different roles and areas of work. For example, you may be asked to research ways to attract new customers or to increase demand for a new product.

Critical Thinking and Problem-Solving Skills

One of the key purposes of education is to train people to be able to think critically, outside of their own implicit biases and individual judgments. To be able to question one's own beliefs and the beliefs of others in order to challenge assumptions (whether individual or societal); to step outside of their own self-selected narrative, so to speak.

- The world is constantly changing; this is unavoidable. To accept change we need to think outside of the box in relation to how we see the world...

Staying ahead of the curve!

Employers value critical thinking skills highly because it leads to more inventive ideas and solutions and is key to business growth and innovation. Having people on board who can think critically allows employers to stay ahead of the curve.

The key to developing critical thinking is to take a conscious, structured approach to examining information.

There are four key skills and attributes you need to think critically:

- Open-Mindedness
- Research Skills
- Analytical Skills
- Creative Mindset

Time Management Skills:

As a student, the ability to organise yourself and plan your time is crucial. Whether this involves being on time for your lecture, prioritising tasks, or meeting assessment deadlines.

Again, a transferable skill sought after by employers as good planning and organising skills improve cooperation across a team, department or business. The people involved are assigned their specific roles and responsibilities and collaborate to achieve a common goal. This brings people together, helping them to bond, often reducing conflict.

Rate your ability 1- 5 (1= never 5 = always)

➤ I manage my time effectively

Never

Always

A horizontal blue bar representing a rating scale from 1 to 5. The bar is solid blue and spans the width of the scale between the 'Never' and 'Always' labels.

UWTSD Careers Service Short Course

- Complete the 20-minute course on Time Management. I'll pop the link in the chat. We will resume in 30 Minutes.

<https://uwtsd.careercentre.me/elearning/scorm.aspx?CourseId=v/fczQMJfU4zr8ZUJGy0MA==>



How did it go?

Poor planning or a lack of planning results in students falling behind with reading or writing tasks which leads to poorly researched/written assignments and deadlines being missed.

Two significant factors which contribute to poor planning are procrastination and perfectionism.

Getting control...

- Understanding - Gaining a clearer understanding of the time you have available is a starting point for gaining greater control of your life
- Planning - If you have planning issues or are a procrastinator, having a sense of the time you are available can motivate you to manage it more effectively
- Perfectionism – Perfectionists may also realise that there has to be a physical limit to the time which can be spent on a given task

*The main issue is to make the most effective use of time outside of your timetabled sessions to complete coursework or exam revision

Effective Planning

The ability to plan successfully is an essential skill . As the word implies planning is about having a plan. More than just a roadmap, it involves accurately estimating the full amount of time, effort and resources required to achieve a goal.

Top Tips for successful planning:

- **Think** about what resources you need to complete the task. These can include people, money, information, tools, material, space – anything you need to get the task done.
- **Prioritise** tasks according to their importance in your ***Urgent/Important Matrix***
- **Adjust** the matrix where necessary, solve problems as they arise

Recap: Learning Outcome

On completion of this session, you should be able to:

- explain ways to help you improve your time management skills.
- identify characteristics associated with procrastination and perfectionism

Books you may find useful...

- McMillan, K, & Weyers, J (2021) *The Study Skills Book*. Harlow: Pearson Education Limited. (Direct access via our Business Skills online reading list)
- Tracy, B. (2013) *Eat That Frog!: Get More Of The Important Things Done Today*. London: Yellow Kite.

Learning and Development Workshop

Business Skills
Task 3 and 4
Overview

A Recap on
Weeks 2,3,
and 4

Q&A

First, let's look at
the Task 3a & 3b
description within
the Module
Handbook.



Coming up next week...



Monday May 22nd INDUSTRY DAY!

*****Attendance is mandatory and will be monitored*****

What?

UWTSD Hospitality Conference

Where?

UWTSD SA1 Campus, IQ Building 9.30AM – 3.30PM
(Online 10AM – 2.30PM)

For those outside of Wales a link will be provided.
However, feel free to join us in person if you can.

*Hear from Industry experts from all over the UK
Network with Industry leaders
Find out about recruitment opportunities from
employers from all over the UK.
Meet your lecturers
Meet other students*



Let's take a look at
the Task 4
description within
the Module
Handbook.



Note Taking 'How to'

Please ensure you take notes during the industry event to help you prepare for task 4.

- Guidance on effective note taking is included within the week 5 tab on our Business Skills Moodle page.

Recap: Weeks 2 and 3 Learning Outcomes...

Upon completion of week 2, you should have developed an understanding of:

- how to organise and structure material for academic assignments. To include academic reports, essays, and reflective writing.

Upon completion of week 3, you should have developed an understanding of:

- the importance of acknowledging sources of information in your work.
- the consequences of academic misconduct and how you can avoid this.

Rate your ability 1- 5 (1= not confident 5 = confident)

Task 1: Academic Writing,
Research and Analytical
Skills

Task 2: Citation and
Referencing

Task 3a &b: Time
Management

Task 4: Industry Event

How to...Turnitin

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Coming up...week 6

Transferable People Skills – Effective Communication



**Communication & interpersonal
skills**

See you soon!