

Academic And Employability Skills

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Overview

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Career Goals



The Goal – Business Manager



I am fascinated with how a business operates across the board, from its administration, finance, human resources aspect to other lesser-known aspects such as strategic projects. I have been in job roles that have allowed me to shadow several business managers and CEO's, this increased my interest, due to the adaptable nature each sector provides



After much consideration, I have decided to embark on an Academic journey that will enable me to reach my desired career goal.

The Role of Business Manager

A business manager is hired to oversee and create operational procedures, as well as implement procedures in the company.

Business managers are accountable for the smooth-running functionality of the company in order to reach sales, deliver excellent customer service and enhance profits.

They use leadership and administrative skills in order to achieve their goals and responsibilities.

Key Responsibilities



Creating business plans
for future sustainability



Finding new business
prospects



Arrange extensive
budgets /Targets



Interviewing candidates
for roles within the
company



Liaising with contractors
and customers



Knowledgeable on new
tendencies within the
industry and guidelines

Main Key Skills

The main skills needed as a business manager are:

Organization: Organizing entails breaking down the entire management work into several processes and activities and putting in place mechanisms to ensure that these processes and activities are carried out efficiently and in a coordinated manner (Armstrong,2011)

Assertive: An assertive conduct places you in a position to influence others correctly and to react to them in an optimistic manner. (Amstrong,2011)

Communication: Top management sets the tone by expressing the values that govern continuous improvement, emphasising the importance of everyone's involvement, and establishing strategic goals(Armstrong ,2011)

SWOT ANALYSIS

Swot is an analysis and development tool, not a strategy generator. However they are only as good as their operators, so you still have to do the work, evaluate the data, and make the judgments. (Sarsby,2016).

Strengths

- Communication Skills
- Adaptability
- Ability to work on own initiative.
- Problem Solving
- Understand the role in practice/practical

Weaknesses

- Weak IT Skills
- Lack of Qualifications
- Not enough understanding of business terms and Procedures

Opportunities

- Roles that consider experience over qualifications
- Roles that offer full training
- Junior roles that offer learning curves

Threats

- Competing with others with better skills and qualifications
- Employers who don't wish to train
- Family

Personal Development Plan

- It can seem senseless, if not impossible, to contemplate about the future if we don't have a clear path. Personal planning, on the other hand, is about far more than just choosing a job route. It's more about embarking on a journey of self-discovery and expanding your horizons. (Cotrell, 2015)

TARGET	HOW	SUPPORT AND RESOURCES	TARGET DATE
Improve my IT Skills in particular Excel	Purchase online Excel tuition, that provide training and samples. Continue to practice on own initiative.	Online resources Excel related books and Visual material	April 2022
Lack of qualifications	Achieving my Certificate to Higher Education, this will enable me to enrol into a Business Management course.	University Of Wales Trinity St David, using resources provided by the University such as Library, Participating actively in lectures and communicating withy peers and Lectures.	October 2022
Acquire a Junior Position in an organization	Apply through numerous websites, ensuring my CV Highlights my transferrable skills and experiences. Use CV writing tools to enhance probabilities.	Use online recruitment agencies to apply, look for voluntary agencies/ charities who may want to train.	January 2022

Conclusion

- Most executives who choose to advance in their careers through taking expensive courses or acquiring an MBA invest hours of their time each day to understanding and, in some cases, defining their business strategies. However, most of them have never sat down to create a strategic plan for themselves. To put it another way, if we took all the managers with more than five years of experience who had recently spent tens of thousands of euros on improving their intellectual capital and put them through an online survey asking if they had written down their personal strategic plan, the vast majority would say yes. (Bethencourt,2011)
- Students usually have a good understanding of their subject topic and have developed skills related to their course of academic study when they earn their qualification. This is admirable, but it only tells half of the reality. (Cottrell,2015)
- Personal development allows you to gain a deeper understanding of what slows or enhances your effectiveness. This refers to academic performance as well as work performance or in other parts of life.(Cottrell,2015)
- PDP allows you a far deeper knowledge of your performance when done in a supported and structured approach. You gain skills in self-evaluation. You join an uplifting learning spiral vs being trapped in a routine learning cycle. You are in charge of using PDP. (Cottrell,2015)

References

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