

PRESENTATION ON EMPLOYABILITY SKILLS

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LEARNING OBJECTIVES



After my presenting the audience will be able to understand

1. Academic and Employability skills
2. Skills required for my desired position
3. SWOT Analysis
4. Personal development plan

INTRODUCTION

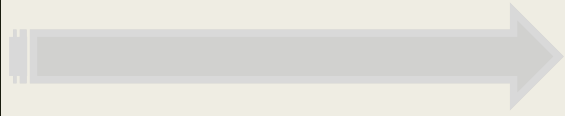
- In this presentation I'm going to define and discuss the most important skills for becoming manager in hair salon.
- I will also demonstrate how I used different tools and knowledge i gained from this course to be good candidate for this position.
- On the end of my presentation I will make conclusion on the Employability skills and provide references.

A modern hair and beauty salon interior. The space features light-colored wood flooring, white walls, and a long wooden counter with three black leather chairs. Three large circular mirrors are mounted on the wall above the counter, reflecting a brick wall. To the left, there is a white pedicure chair and a green living wall. To the right, a white reception desk with a marble top is visible, along with hanging plants. The ceiling has track lighting and recessed lights.

DESIRED POSITION:

MANAGER OF

Hair and beauty salon



SKILLS REQUIRED

- Proficient in all Microsoft Office applications
- Excellent organisation skills
- Time management on point
- Strong leadership skills
- Effective communication
- Fluent English language
- BRILANT customer service
- Team management skills/setting goals for staff members
- Resolving clients complaints and employee behaviour problems

SKILLS TO DISCUSS

■ Excellent organisational skills

One of the most important skills are the Organisation skills that let you stay focused on your to do list, so you can easier achieve your target. To be organised in life and at work makes you more effective and productive employee.

■ Strong leadership skills

Brilliant communication skills are the key to be a successful leader, you will need to constantly interact with people, support staff members and push them towards to the end of the business plan.

SKILLS COMPARSION

SKILLS REQUIRED

- Proficient in all Microsoft Office applications
- Excellent organisation skills
- Time management on point
- Strong leadership skills
- Effective communication skills
- Fluent English language
- Exceptional customer service
- Team management skills/setting goals for staff members
- Resolving clients complaints and employee behaviour problems

SKILLS I HAVE

- Excellent organization skills
- Effective communication skills
- Great customer service
- Resolving clients complaints and employee behavior problems

SWOT ANALYSIS

STRENGTH 1. Very communicative 2. Very creative 3. Passionate 4. Positive 5. Open minded	WEAKNES 1. Writing, Grammar mistakes 2. Not fluent English speaker 3. Loose interest quickly 4. Don't like team working 5. Shy in front of other people
OPPORTUNITIES 1. City where I live (LONDON) 2. Great job I have 3. People I know through my work 4. University 5. Ability to speak more languages	THREAT 1. Brexit 2. More people started working on their own 3. Less people needs beauty services during Covid 4. Not enough money to start 5. Unsuccessful business plan

PERSONAL AND PROFESIONAL DEVELOPMENT PLAN



<u>Not fluent English speaker</u>	English is not my first language	Watching English movies, listening TV, using translate with sound on	30.12.2021
<u>Shy in front of other people</u>	I don't meet new people too often	Meeting more people and trying to speak more about my self	15.05.2021
<u>Writing, Grammar mistakes</u>	Never had English at School before	Reading books, chatting with friends online, writing in writing APPs	25.06.2021
<u>Bad time management</u>	I like to do too many things in the same time without any systematic order	I will doo daily plans and will try to set and meet my goals on time	05.05.2021



TIME MANAGEMENT TABLE

	07 - 08 AM	08 – 09 AM	09 – 10 AM	10 – 11 AM	11 – 12 AM	12 – 13 PM	13 – 14 PM	14 – 15 PM	15 – 16 PM
MONDAY	BREAKFAST, WALK, WAY TO WORK	WORK	WORK	WORK, BREAK	WORK	ONLINE CLASSES	ONLINE CLASSES	ONLINE CLASSES	ONLINE CLASSES
TUESTDAY	BREAKFAST, WALK, WAY TO WORK	WORK	WORK	WORK	WORK	WAY HOME, STOPPING IN THE LIBRARY	STUDYING, READING	YOGA, MEDITATION	MEAL PREP
WEDNESTDAY	BREAKFAST, WALK, WAY TO WORK	WORK	WORK	WORK	BREAK, UNI CALL	WORK	WORK	WORK	WORK
THURSTDAY	BREAKFAST, WALK, YOGA	PREPARING FOR CLASS	ONLINE CLASS	ONLINE CLASS	ONLINE CLASS	ONLINE CLASS	STUDYING	PREPARING PRESENTATION, STUDY	PREPARING RESENTATION
FRIDAY	BREAKFAST, WALK, WAY TO WORK	WORK	WORK	WORK	WORK, BREAK	WORK	WORK	WORK	WORK
SATURDAY	BREAKFAST, WALK, WAY TO WORK	WORK	WORK	WORK	WORK	WORK	WORK	WORK	WORK
SUNDAY	SLEEPING	MEDITATION IN THE NATURE	DOG WALKING	MEETING PEOPLE	EXERCISE	LUNCH	PREPARING FOR MONDAY CLASS	PREPARING FOR MONDAY CLASS	READING RACTISE



CONCLUSION

- In this presentation we point out and discuss the skills I require to become a MANAGER of hair and beauty Salon
- Demonstrated what skills I'm getting during my study time at the UWTSD, that I need the most to get this position
- explained why skills I'm getting during my foundation year at the UWTSD are so important to be success I the position I'm going to apply for
- Did swot analysis to define what skills needed I need to focus on
- I have proven how I'm going to improve my skills in PDP

REFERENCES

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URL: <https://www.monster.ca/>

Article title: Recruiting Resources: How to Recruit and Hire Better | Workable

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Byrne Rhonda (2006). *The Secret*. Hillsboro Oregon: Atria Books Beyond Words. 198.

Karen Holmes (2017). *What employers want : the employability skills handbook*. London: Richmond : Trotman. 168.