

ROLE OF BUSINESS MANAGER

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WHAT ARE ACADEMIC AND EMPLOYABILITY SKILLS?

- ✓ **Communication**
- ✓ **Motivation**
- ✓ **Leadership**
- ✓ **Reliability**
- ✓ **Research**
- ✓ **Academic Writing**

WHAT IS THE IMPORTANCE OF THIS SKILLS?

- connect with co-workers
- solve problems
- be a part of and understand
your role within the team



WHAT IS YOUR INTENDED CAREER PLAN?

✓ Be a Business Manager

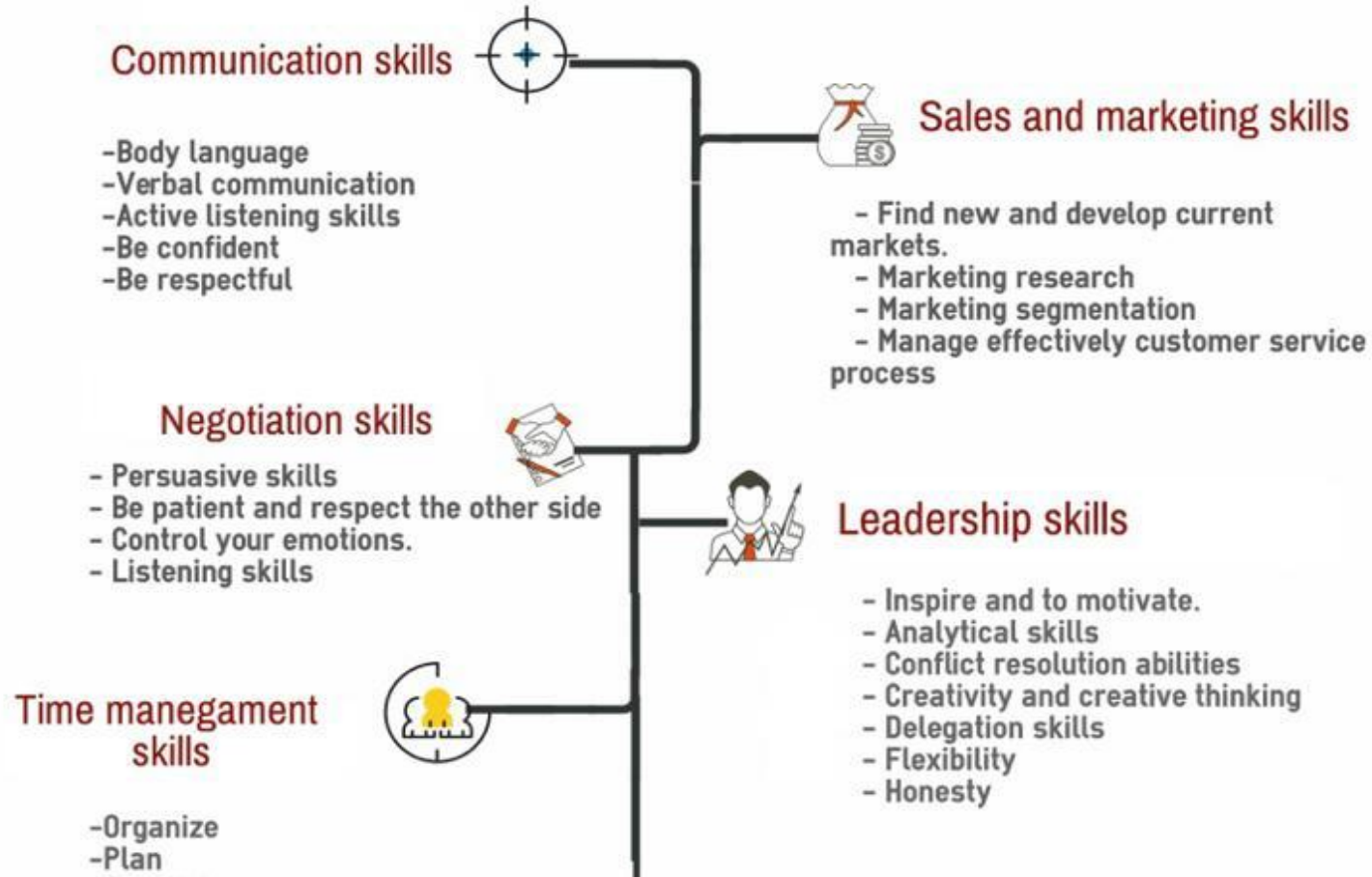


SKILLS REQUIRED FOR THIS CAREER

- ✓ **Communication**
- ✓ **Leadership and Motivation**
- ✓ **Budget Management**
- ✓ **Problem Solving and Decision Making**
- ✓ **Organization and Delegation**



Business Management Skills List



SWOT Analysis

Strength

- Motivation
- Reliability
- Innovation
- Positive
- Hard Worker

Weakness

- Anxiety
- Multiple focus

Opportunities

- Career Improvement
- High rewards

Threats

- Competition
- Update knowledge and courses

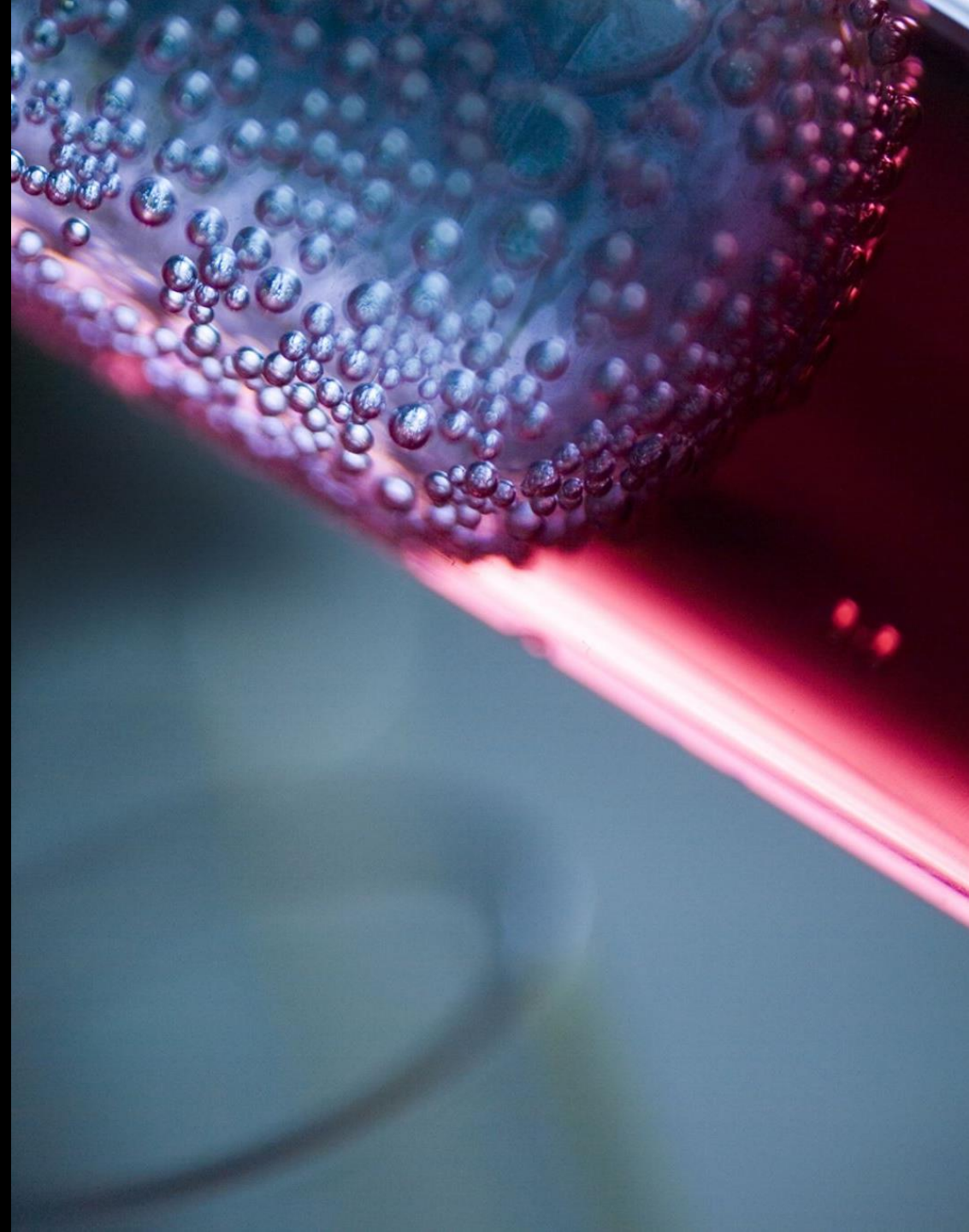
PLAN PDP

What are my big goals?	Which goals need to happen first?	When do I want to achieve this?	What obstacles might get on my way?	How can I improve my chances of meeting my goal?	Where can I go for support?	Review How Am I doing?
Improve my career becoming business manager.	Conclude Level 4 Skills for workplace. Continue studying Business.	During university I can get prepared to apply for the job role.	As I am multi focused, I might get distract with other activities in the busy daily life.	I should always get focused on my plan by making planning tasks.	Lecturers are able to have academic support as well as colleagues by sharing experiences and advance.	Learning and improving my knowledges, getting focused on the tasks to achieve my future goals.
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CONCLUSION

Basically to achieve my goals I need to keep focused on my career that requires skills and abilities.

A good business manager needs to be able to lead people, to possess marketing, sales, negotiation with organization and confidence.



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