



Academic and Employability skills
Oral Presentaton
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Introduction

- It discusses some skills which are required to get success like time management, problem solving, critical thinking and teamwork and also their effects on growth.
- This presentation also considers the weakness and strength that is required to establish any business, in special for restaurants.
- PDP plan deals with those topics or skills that need to be developed for its own benefits.





Understanding of the world of work in the chosen sector

- Before choosing any sector or any particular business one should consider the following factors like- available time and essential resources, budget, most importantly market size and demand.
- Before starting any business one should gain some knowledge about that business from expertise.
- I choose the restaurants which is a growing sector and analyse everything how I can improve my business and also evaluate the strategies.

Job specifications

- **Education and qualification**
- Require business management students.
- **Experience**
- Candidates should have some previous experiences in the same category of management.
- **Knowledge**
- This type of business requires proper knowledge of sales, analysing the power of data, understanding the need of the market etc.
- **Skills**
- Skills are required to manage the team, cooperate with others members, reduce the conflicts among the members with the help of acceptable solutions etc.



Job Advert

- **Job title**
- Restaurant manager post
- **Company Name**
- Star Restaurant Ltd.
- **Location**
- England, UK
- **Description of Restaurant**
- This restaurant is one of the great restaurants in England. It also has hotels, bars for extra enjoyment.
- **Duties and Responsibilities**
- To manage all the aspects of the restaurants and give proper guidance to every team member. Maintain the time to look after everything in the restaurant.
- **Salary**
- Best packages in the industry.
- **Benefits**
- Candidates are provided medical care, and other allowance.

SWOT Analysis

- **S** stands for the Strength in this analysis.
- In Restaurant business, time management is must to deliver any kind of food supply (Lubis et al., 2019).
- With the proper time management skill, anyone should impress the clients.
- Available different varieties of foods with the basis of proper market research skill.
- To reduce the competition, provide good food at a reasonable price. These tactics will make the company famous among the people.
- Always use presence of mind to handle the situation.

- **W** stands for Weakness.
- Taking too much time to understand the market may cause a big failure in the business.
- Being a manager, taking too much responsibility may cause a big mistake in the business.
- Managing a big team is difficult sometimes.
- Being shy is not a good option for a manager. If a manager should not interact with other team members then they might not understand their work (Astawa et al., 2021).

- **O** stands for Opportunities.
- Properly managing the team, it will make customers happy.
- For that, they will visit the restaurant.
- Good behaviour is the key to growth in this business.
- Giving good feedback to every team member can easily make them happy.
- This will allow good sales in the business.
- Patiences is also very important in the business for growth. This will allow the career to shine in the future.
- Good behaviour in work helps to increase the salary.

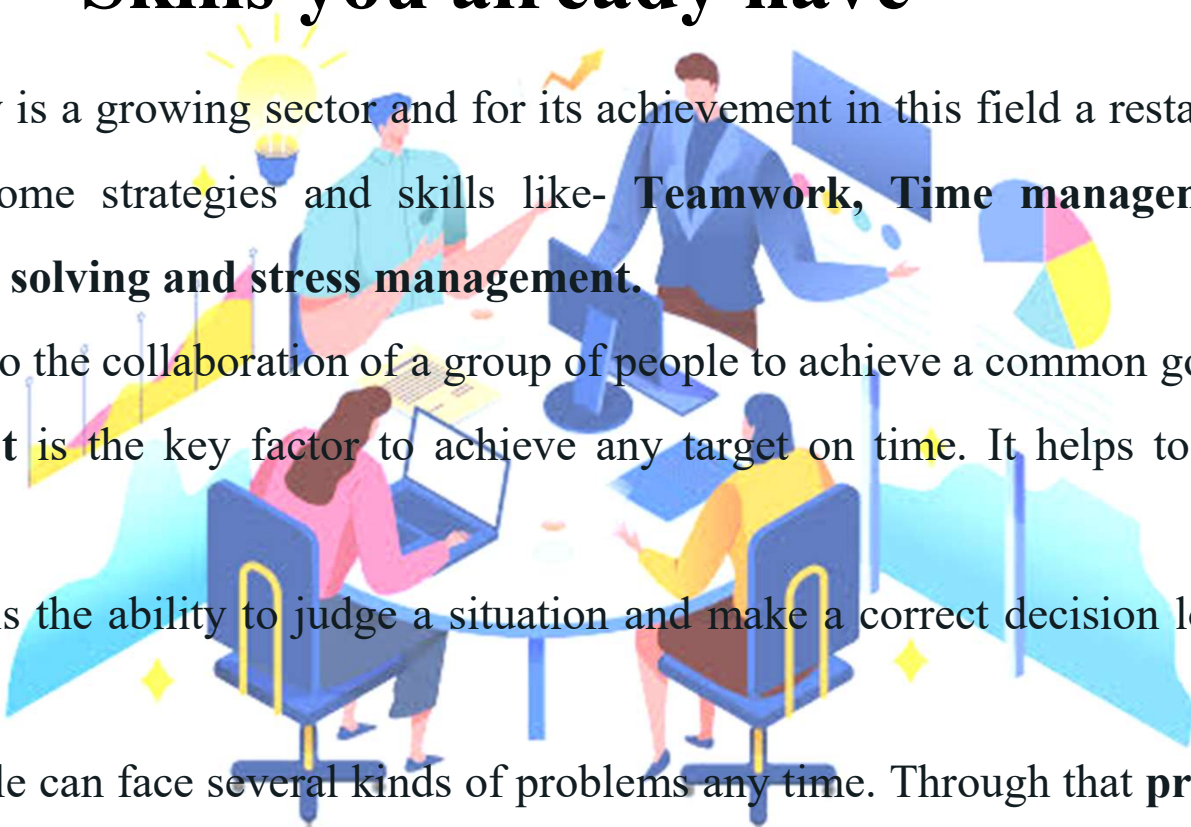
- **T** stands for Threads.
- Sometimes loss of patience may cause a big mistake in the career.
- Always try to reduce conflicts among the team members in the business (Serova et al., 2019). If it is not solved within the time it may cause the monopollution among the team members and they will not work together.
- This will harm the company and sales may fall due to this matter.
- So do not underestimate any kind of conflicts or business problems.

Time management tools

- Maintaining a to-do list and proper planning before starting any work are the two key factors of Time management
- Some tools are used to manage valuable time so that one can complete the work on time.
- **Toggl Track** is a versatile and powerful application that adds a timer in the case of other web tools like Trello, Asana etc.
- **Rescue time** is a kind of application that runs quietly on computers and mobiles. At the end of the week it provides data about how you spend your time all over the week.
- **Click up** is the powerful and productive tool that helps a team as well as individuals to manage time efficiently and also help to bring all the work together.



Skills you already have

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- A colorful illustration of four people in a meeting. Two people are seated at a table with laptops, while two others stand behind them. The scene is decorated with various business-related icons like a lightbulb, a bar chart, a pie chart, and a line graph, all in a vibrant, stylized aesthetic.
- Restaurant industry is a growing sector and for its achievement in this field a restaurant manager should maintain some strategies and skills like- **Teamwork, Time management, Critical thinking, problem solving and stress management.**
 - **Teamwork** refers to the collaboration of a group of people to achieve a common goal.
 - **Time management** is the key factor to achieve any target on time. It helps to complete any project on time.
 - **Critical thinking** is the ability to judge a situation and make a correct decision logically as per the situation.
 - During work, people can face several kinds of problems any time. Through that **problem solving skill** they can understand that problem and can resolve those issues with efficiency.

PDP

Skills to Develop	Plans to develop that skills	Future Implementation
Stress management	- It is an important thing to maintain in the work area. - Sometimes, there is a fault with the customer but managers solve this problem with maintaining the respect of customers - Keep patience for every situation. It is the key to success.	- It will help to increase the patience level of everyone. - This kind of management may bring success in the future. - Also problem solving skills may improve the personality of the manager and give confidence to face any kind of situation.
Communication skills	- It is necessary to create a connection to everyone. - To improve this kind of skill, one should interact with everyone daily. - Communication builds the bridge with team members - If there is a problem to develop these skills then try to communicate with peers (Lee et al., 2019).	- This skill will develop the confidence within the individual. - For that, someone with good communication skills can easily handle any kind of situation. - Also increase the vocabulary power of the individuals.
Workload management	- Every sector has work pressure. - But there is a chance to manage this kind of pressure. - Basically someone needs to manage the time first. Because time is the most valuable thing in the world. So managing the time is the key to maintaining the workload in the company.	- This will help to understand the pressure of any work. - Managing the workload is necessary to maintain personal peace - It will help to enjoy life with great satisfaction. - For that everyone can give the time of their friends and family.

Solving any technical problems

- Updating with market trends is the key factor to grow in this sector.
- To deliver the news and facilities of this restaurant through social media now become more beneficial.

Conclusion



- It is basically said the proper skills and development of restaurant managers which is needed to run the business.
- I should find my desired jobs specification where I will find every important matter of the company.
- I should focus on MY management skills which I have already learnt from the institute.
- This presentation showed which skills are necessary and which skills are needed for a personal development plan.

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