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Assignment Employability and Career development

Task 1 – Job Adverts and Key Skills

For my selected profession, I have chosen business management. This is a career that interests me because I am currently studying Business and Management and I would like to eventually progress into a position where I have more responsibility and can be involved in managing different areas of a business. To understand what employers are looking for, I compared two job adverts for management-related positions in London.

The first advert I looked at was for an Assistant Business Manager position. The role involves supporting senior leadership and helping with areas such as business planning, project coordination, budgeting, communications and working with different stakeholders. Some of the main skills required include strong organisation, written and verbal communication, attention to detail and problem-solving. The employer also expects the person to be able to manage different priorities and work effectively in a fast-paced environment.

The second advert I selected was Deloitte's Assistant Manager, Real Estate Development position in London. Although this position is within real estate, many of the skills required are transferable to other management roles. Deloitte requires strong analytical and problem-solving skills, excellent communication and presentation skills, good organisation and the ability to work both independently and as part of a team. Knowledge of Excel and other digital platforms is also considered useful.

When comparing both adverts, there are clear similarities. Communication, organisation and problem-solving are important for both positions. Both also show the importance of being able to work with other people while managing different responsibilities. This suggests that employers want managers who have business knowledge but also have strong transferable skills.

Communication is one skill that I believe I could use particularly well in my future employment. A manager needs to communicate with employees, customers and other managers. For example, if an employee does not understand their responsibilities, I would need to explain the task clearly and make sure they understand what is expected. Communication is also important when solving problems or giving feedback. My previous work experience has already helped me develop this skill, but I believe I can improve it further as I gain more experience.

Task 2 – Self-Assessment

SWOT Analysis

A SWOT analysis can be used to identify strengths, weaknesses, opportunities and threats. I have used this to assess my current employability and identify areas that I need to develop before progressing further into my chosen career.

Strengths

One of my main strengths is communication. I have developed this through previous customer-facing employment. When working at KFC, I regularly communicated with customers and other members of staff. During busy periods, it was important to communicate clearly because mistakes could affect both customers and the rest of the team. This experience helped me become more confident speaking to different people and taught me how important communication is within a workplace.

Another strength is teamwork. My experience working at Moxy Hotel helped me develop this because providing a good service required employees to work together. I had my own responsibilities, but I also had to communicate with colleagues and sometimes help them when needed. This showed me that teamwork is not only about completing your own work but also supporting the overall performance of the team.

I also consider adaptability to be one of my strengths. Customer-facing environments can change very quickly. There can be unexpected problems, busy periods or customers who require additional assistance. I have learnt to adapt to these situations instead of expecting every shift to be the same. This would be useful in management because managers regularly have to respond to different situations and make decisions.

Weaknesses

One of my main weaknesses is my lack of management experience. I have experience working within teams, but I have not yet had many opportunities to actually manage a team. This means that I still need to develop areas such as leadership, delegation and managing the performance of other employees. This could put me at a disadvantage when competing against someone who already has management experience.

Another weakness is my confidence with formal presentations. I am comfortable communicating with people normally, but presenting information to a group is something I would like to improve. This is important because managers may have to present ideas, results or plans to employees and senior managers.

My digital business skills are another area that could be improved. For example, I have some experience using Microsoft Excel, but I would like to become more confident using advanced functions. This is particularly relevant because the Deloitte job advert mentions Excel proficiency as a desirable skill. Improving this would therefore make me better prepared for similar roles in the future.

Opportunities

One of my biggest opportunities is university. Studying Business and Management gives me the opportunity to develop knowledge in areas such as management, marketing, finance and entrepreneurship. It also allows me to develop skills outside the actual content of my course. For example, completing assignments requires research, organisation and time management.

University also gives me opportunities to improve my teamwork and presentation skills through group activities. Instead of avoiding presentation roles, I can use these situations as an opportunity to improve my confidence.

Another opportunity is gaining more relevant work experience. While studying, I could apply for internships, placements or part-time positions that provide more responsibility. Even if I do not immediately get a management position, working somewhere with opportunities for progression could allow me to eventually become a supervisor or team leader.

I can also use online learning resources to develop skills such as Excel, leadership and project management. LinkedIn and university career services could help me find employment opportunities and develop a stronger professional network.

Threats

One of the main threats is competition from other applicants. Business and management is a competitive career area, meaning I could be applying against graduates who have similar qualifications. Some applicants may also have more professional or management experience than me. Because of this, I need to make sure I develop experience alongside my degree rather than relying only on my qualification.

Another potential threat is the increasing use of technology and artificial intelligence within businesses. The skills required by employers are constantly changing. If I do not continue developing my digital skills, other candidates could become more suitable for certain positions.

Economic conditions are another threat because businesses may reduce recruitment during difficult periods. I cannot control this, but having transferable skills and experience in different industries would give me more employment options.

Evidence of Readiness for Employability

I believe that I already have a good foundation for employment because I have gained experience in real working environments alongside my education.

My previous experience at KFC provides evidence of this. Working within a fast-food environment can become extremely busy, especially during peak periods. I had to complete tasks quickly while still communicating with customers and working with my colleagues. This helped me develop communication, customer service, teamwork and the ability to work under pressure.

My experience at Moxy Hotel also developed my employability. Working within hospitality meant communicating with guests and other employees and contributing towards providing a good customer experience. It gave me experience working within another type of organisation and required me to adapt my communication depending on the situation.

My academic experience also provides evidence of my readiness. Completing university assignments requires me to work independently, conduct research, understand instructions and meet deadlines. These are all skills that can transfer into employment. Group work also gives me experience working with other people towards a shared objective.

Overall, I believe I already have useful transferable skills, especially communication, teamwork, customer service and adaptability. However, I also understand that I am still developing professionally. Gaining leadership experience, improving my presentation confidence and developing my digital skills would make me more prepared to progress towards a management career.

Task 3 – Employment Goals and Personal Development Plan

Based on the weaknesses identified in my SWOT analysis, my main short-term goal is to gain more experience where I can take responsibility and demonstrate leadership. Over the next 12 months, I would like to take on more responsibility either through employment or university group projects. This would help me develop skills such as decision-making, delegation and leadership.

Another short-term goal is improving my presentation and digital skills. Over the next six months, I will try to take more speaking roles during university presentations and practise before presenting. I also plan to improve my Excel knowledge through online learning and practical use.

My long-term goal is to complete my Business and Management degree and progress into a management-related career. I understand that I am unlikely to immediately enter a senior management position. Therefore, I would be willing to begin in a junior, assistant or supervisory position where I can gain experience and gradually take on more responsibility.

These goals are important because I want a career that gives me opportunities to develop and progress. Improving my weaknesses while continuing to develop my strengths will make me a stronger candidate for future management positions.

Personal Development Plan

Development Area	Action	Timeline	Resources Needed	Measurement
Leadership	Take responsibility during work and university group projects	6–12 months	Work and university opportunities	Successfully lead tasks and receive feedback

Presentations	Volunteer for speaking roles and practise presentations	6 months	University presentations and feedback	Improved confidence and feedback
Excel	Complete Excel training and practise using spreadsheets	6 months	Online courses, Excel	Complete training and use advanced functions confidently
Work experience	Apply for internships and relevant part-time roles	12 months	LinkedIn, job websites and university careers service	Applications, interviews and experience gained

I will review my personal development plan regularly to see whether I am achieving these targets. By developing these areas while completing my degree and gaining more experience, I will become better prepared for my long-term goal of progressing into business management.

References

Deloitte (2026) *Assistant Manager, Real Estate Development*. London: Deloitte. Available via Indeed. Accessed: 16 August 2026.

Indeed (2026) *Assistant Business Manager*. London. Available via Indeed. Accessed: 16 August 2026.