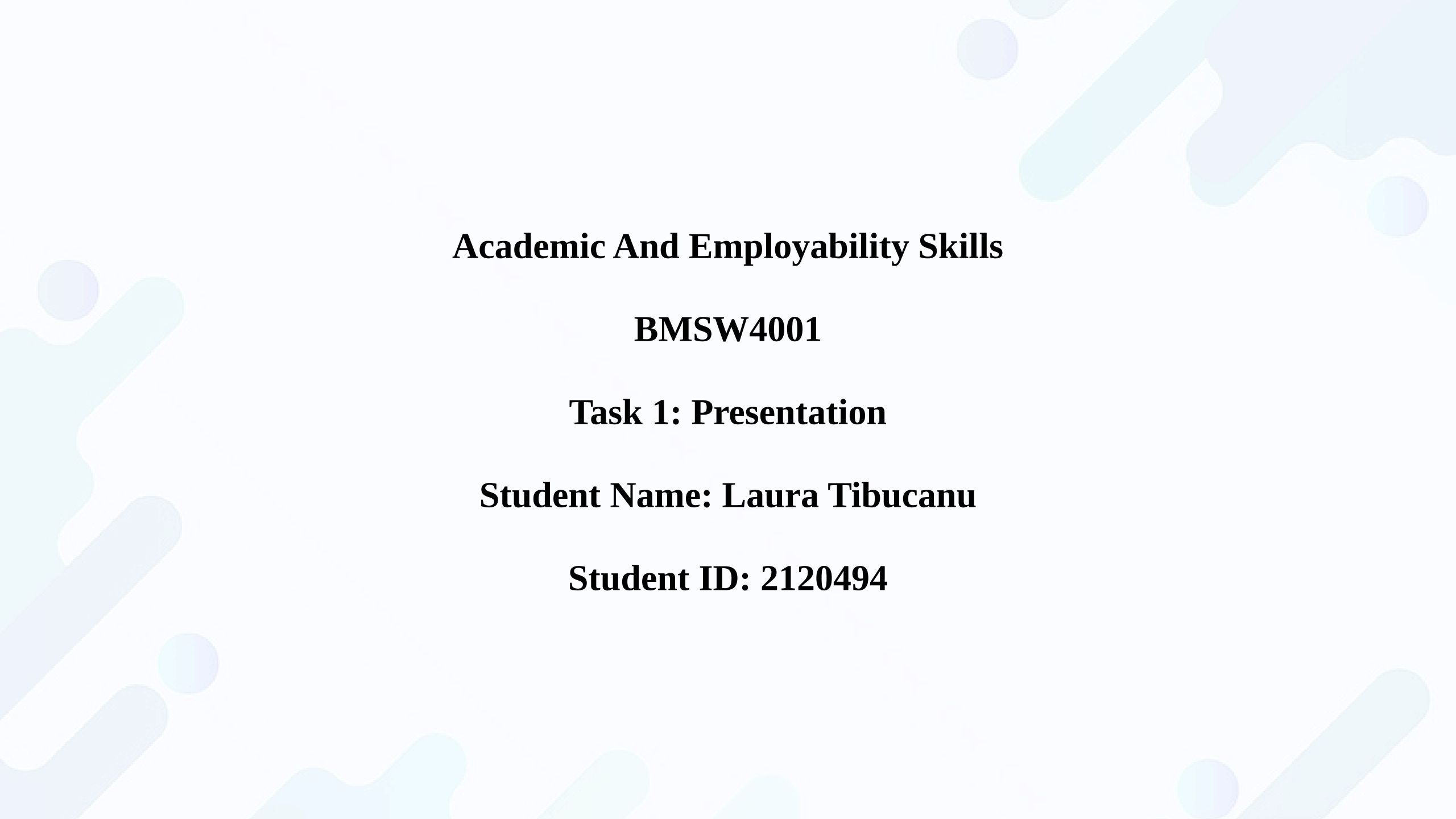




Academic And Employability Skills

BMSW4001

Task 1: Presentation

Student Name: Laura Tibucanu

Student ID: 2120494

Table of Content

Introduction.....	3
SWOT Analysis.....	4-5
Time Management tools.....	6-7
Personal Development Plan.....	8
The world of Hospitality industry.....	9-11
Conclusion.....	12
References.....	13

Introduction

Academic and employability skills play a crucial role, especially for students in achieving a great professional career.



The below section will briefly explore my personal SWOT analysis regarding my academic and employability skills.



Finally, an exploration of the chosen business sector within the UK will be described.

SWOT Analysis

Strength

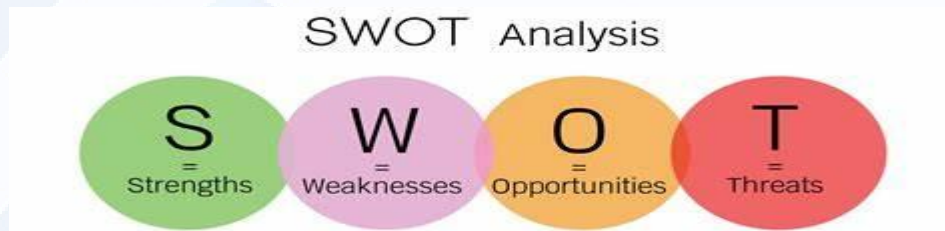
I have excellent communication and verbal skills which potentially aids me in effectively interacting with every individual.



My strong communication ability helps in effectively communicate with my teachers, lecturers and peers.

Weakness

Numerous good opportunities are missed by me due to my lack of time management skills.



At various times my academic performance is get hampered due to the lack of focus and insufficient critical thinking skills.

Contd..



Opportunity

The problem-solving skill is one of my key strengths which may surely help in my future career.

I am better able to clarify every viewpoint to the employees and management using my communication skills.

Threat

All my above-mentioned weaknesses can arise as hurdles or threats to my betterment of the future is which one of the major drawbacks for me.

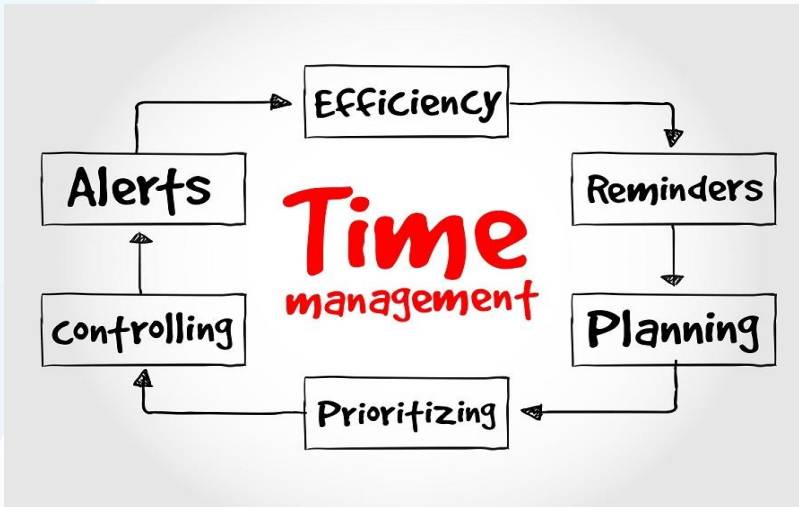
Ineffective time management skills can create the biggest threat for me in completing my all allocated work on time.



Time Management tools

A work-life balance can be effectively maintained by each and every individual through acquiring effective management skills.

Almost within every workplace employees utilise time management tools for enhancing the working productivity level.



Time planner

Time planner is considered one of the most frequently used time management tools which helps in prioritising the activity time in a sequential way.

I can able to create a better and more comprehensive study schedule which can enrich my academic career.

Contd..

Task Manager tool

During this digitised generation, individuals are enormously using modern technologies in improvising work production.

Most of the team leaders and managers use this comprehensive tool in order to effectively supervise the overall workforce.

To-do list

To-do-list is are basically written documentation where each individual can enlist and prioritise for their effective accomplishing.

The utilisation of this tool can aid me in meeting the deadline of each task and enhance my productivity level.



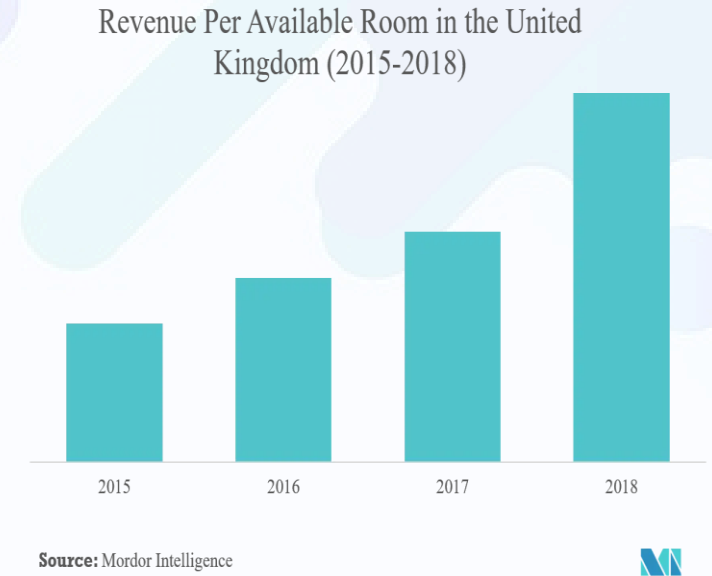
Personal Development Plan

Focus areas	Importance and resources	Ways to achieve it	Future implementations	Required time
Time management skills	Time management is important to manage adequate time and divide work according to that for the cause to achieve the expected results. Time table, time planner software, and many more.	Making a timetable and dividing equal tasks within defined times helps to achieve the skill. Using it to understand the significance of works and segregate enough time to the activities according to their importance to enhance the skill.	Acquiring this skill supports me to enhance my ability to work more efficiently. Moreover, it also assists to complete any kind of work within a defined time and inherently supports me to achieve the estimated goal.	7 months
Communication skills	Communication plays a significant role in any form aspect. It is important to allow people to understand others' points of view and through interaction create a strong bond (Kanat, 2019). Several resources there are required for enhancing the skill are books, debates, online courses and many more.	Effective interaction with peers and guides helps to improve this skill. Along with it, participating in debates, quiz sessions and many more helps to enhance this ability.	Implementing several activities on the premises of the organisation helps to gather more knowledge in various other factors. Thus, it also supports communicating efficiently with them to accumulate their through and efficiently provided my point of view.	5 months
Research skills	The presence of this skill produces immense support to analyse and evaluate one aspect through appropriate research. Through it, one can easily understand the problem and develop suitable strategies in order to mitigate the situation. Various books, journals, and online articles help people to understand the improve this ability to incorporate effective research.	Understand the importance of research in any form of activity and enhance the credibility to incorporate it. Determining several strategies like gathering knowledge about it follows a suitable methodology to collect and interpret those data support to increase the skill.	This skill helps to improve the ability to adopt appropriate methods in order to gather more relevant information from various sources (Neupane and Khanal, 2022).	8 months
Team management	Team management is one of the important skills to effectively control and manage a team in an efficient way. It helps to understand a leader how operates a team in order to enhance the level of work and provide adequate guidance to others. Thus, it assists to complete any form of activities with supportive methods. Resources like online activities, books, journals and many more provide enough support to gather knowledge of team management.	Adopting various team management activities prodigy additional support to improve it. Assimilate a clear goal and effectively interact with others to assist to make the team work collaboratively (Alexakis and Jiang, 2019).	Enhancing these skills will help organisations to work more effectively and efficiently. In this context, both autocratic and transformational leadership assist people to manage the team and successfully achieve the goal by completing the tasks.	5 months

The world of Hospitality industry

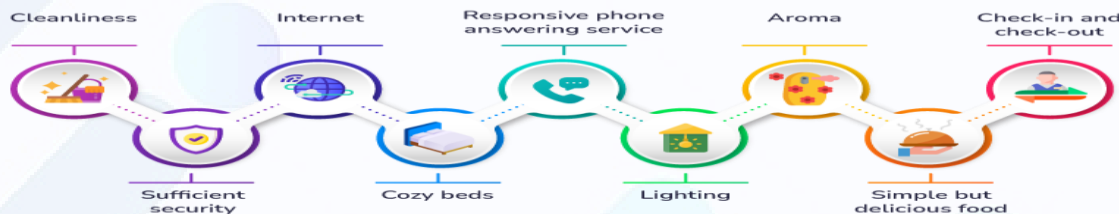
Present scenario of the hospitality industry

- The hospitality industry in the UK is growing day by day and that is the cause of great success in the economy of the country.



(Reinhart, 2018)

- Economic output in 2020 was 42% lower than in 2019 due to the impact of the Covid-19 outbreak.
- Based on revenue Current market size of it is worth around £15.1 billion which is expected to be improved by 2028.



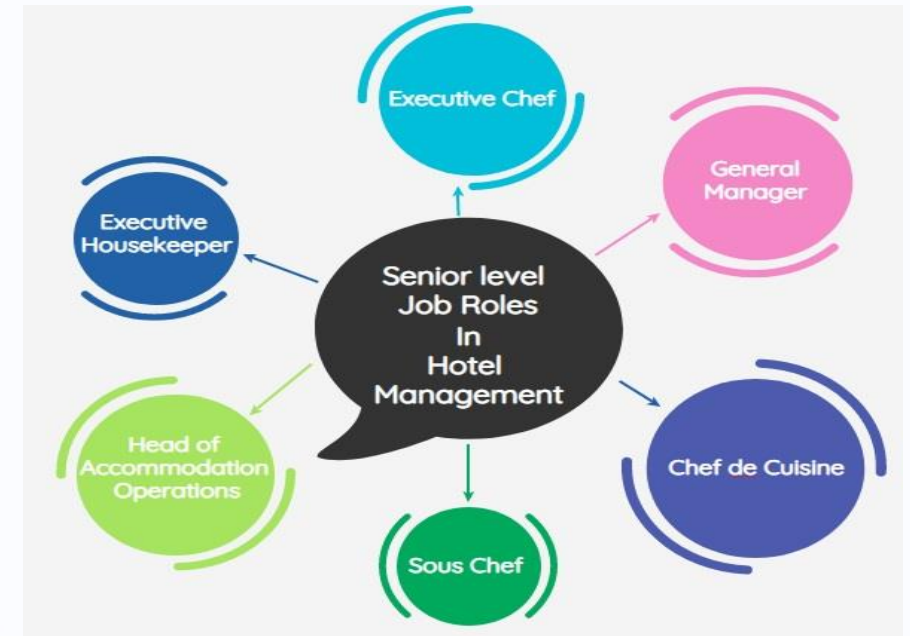
(Noonan, 2021)

- There are 9,741 hotels and the Royal National Hotel is the biggest among them.

Contd...

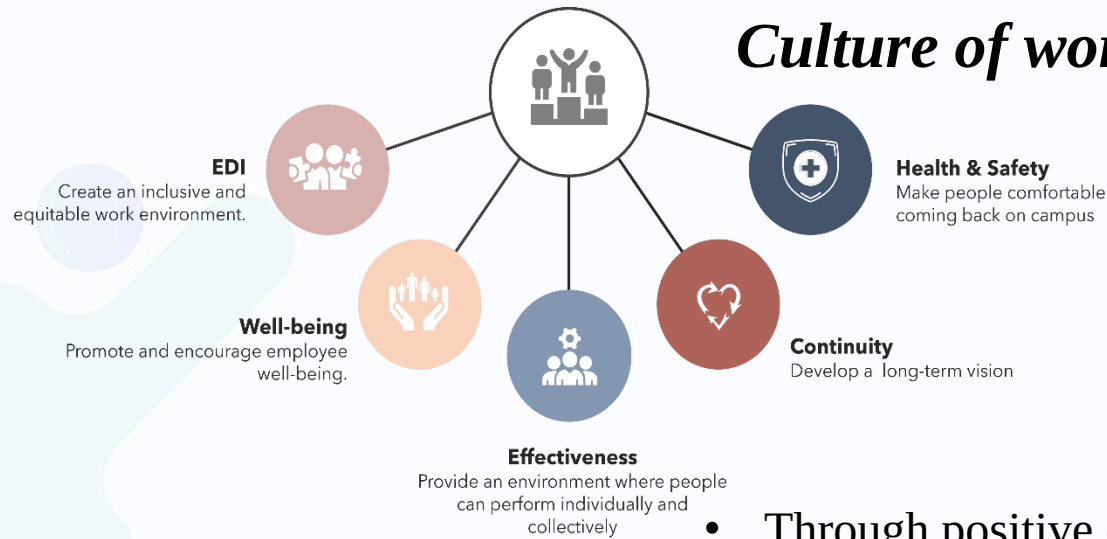
Opportunities of job in this sector

- The hospitality industry has vast grounds of opportunities for people.
- Many organisations in this industry follow several methods to strengthen the operational ground.
- Some of the foremost job opportunities in this sector are event manager, catering manager, chef, HR, marketing assistant executive and many more.



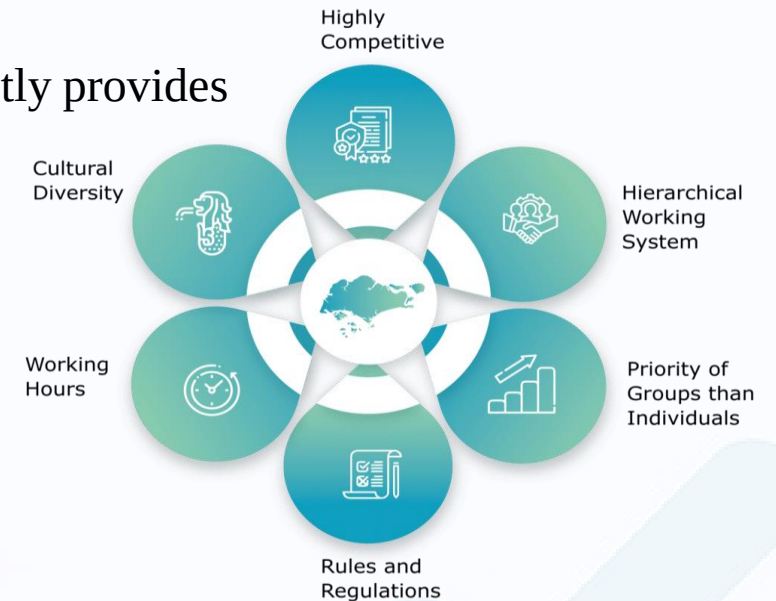
(Swain, 2022)

Contd...



(Alexakis and Jiang, 2019)

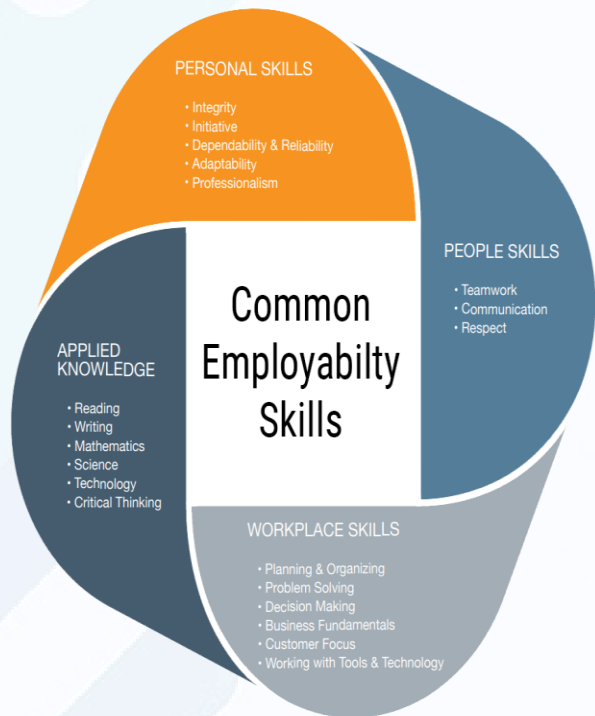
- Work culture in an organisation plays a positive role to improve the operational process and experience better growth.
- Through positive culture, the employee efficiently provides better service to the customers.
- Defining the mission and vision is significant to accumulate the organisational culture of this industry.
- Transformational leadership is suitable for the sector to work more efficiently.



(Neupane and Khanal, 2022)

Conclusion

- There are several skills present that help people in their academic time as well as the time of their employment.



(ibisworld, 2022)



(Kanat, 2019)

- This presentation has determined those sorts of skills in a detailed approach.
- A SWOT analysis has been elaborated here to understand a set of strengths and weaknesses of mine.
- Various stools have been identified and illustrated followed by a personal development plan.

References

- ActiTIME, (2022). 20 Best Time Management Tools and Apps. [Online] Available at: <https://www.actitime.com/time-management-guide/time-management-tools-and-apps>
- Alexakis, G. and Jiang, L., (2019). Industry competencies and the optimal hospitality management curriculum: an empirical study. *Journal of Hospitality & Tourism Education*, 31(4), pp.210-220.
- Creately, (2022). Personal SWOT Analysis: Where Talent Meets Opportunity. [Online] Available at: <https://creately.com/blog/diagrams/personal-swot-analysis/>
- GOFF, A., (2022). 19 Task Management Software & Tools To Work Faster In 2022. [Online] Available at: <https://hive.com/blog/task-management-software/>
- ibisworld, (2022). *Hotels in the UK - Market Size 2011–2029*. [Online] Available at: <https://www.ibisworld.com/united-kingdom/market-size/hotels/> [Accessed 15 12 2022].
- Kanat, S., (2019). The Relationship between Digital Game Addiction, Communication Skills and Loneliness Perception Levels of University Students. *International Education Studies*, 12(11), pp.80-93.
- Lauretta, A., (2021). Best Time Management Apps. [Online] Available at: <https://www.verywellmind.com/best-time-management-apps-5116817>
- McIvor, L. and Atnas, C., (2022), July. Reflections on developing a group intervention within a Home Treatment Team. In *Clinical Psychology Forum* (Vol. 355, p. 23).
- Neupane, R. and Khanal, T.R., (2022). EVALUATION OF THE IMPACTS OF TRAINING ON EMPLOYEE PERFORMANCE IN THE UK HOTEL INDUSTRY: AN ANALYSIS OF EMPLOYEES' PERSPECTIVES AT MARRIOTT INTERNATIONAL.
- Noonan, J., (2021). *Leadership in the Hotel Industry*. [Online] Available at: <https://www.spencerstuart.com/research-and-insight/leadership-in-the-hotel-industry> [Accessed 16 12 2022].
- Pendry, P., Carr, A.M., Gee, N.R. and Vandagriff, J.L., (2020). Randomized trial examining effects of animal assisted intervention and stress related symptoms on college students' learning and study skills. *International Journal of Environmental Research and Public Health*, 17(6), p.1909.
- Reinhart, C., (2018). *Organizational Culture in the Hospitality Industry*. [Online] Available at: <https://smallbusiness.chron.com/organizational-culture-hospitality-industry-12969.html> [Accessed 17 12 2022].
- Swain, R., (2022). *Hospitality jobs*. [Online] Available at: <https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors/hospitality-and-events-management/hospitality-jobs> [Accessed 15 12 2022].