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SWOT ANALYSIS

STRENGTH

Ambitious to help to build powerful desire and determination to succeed. Write well to develop the skills to make effective decisions, decisions that bring work life.

Positively helps with problem solutions, expecting superior results and success.

Adoptability the quality of being adoptive, capacity to adopt. Good communications help for understanding, making requests, asking questions, and relaying any information. Problem solving. Act of defining a problem, determining the cause of the problem as well as selecting alternatives for a solution.

WEAKNESSES

Very independent and struggles to work in a team. Mistakes in spelling and grammar, inaccessible to a larger audience.

OPPORTUNITIES

It is a great chance to contact and meet new people, the facility to utilize new computers and other recent and innovative technologies having specific search for specific information about job roles and related responsibilities. Make personal saving and capital, performing himself for

further step and higher position. Increase group of good friends. Chance to have media coverage. Opportunities to meet and greet new people, engaging with people to improve experience, knowledge, and motivation. Chance to have apprenticeship to build the better future planning and to have more chance to have promotion for higher position.

THREATS

Feeling to lose personal importance with the company's management team. Fresh colleagues with more experience and academic level. Worries and insecure feelings of the position. Changing the management team lacks future growth, and lack of knowledge about modern technology and tools. Ref Does J.

SKILLS REQUIRED FOR EFFECTIVE MANAGER

RECEPTIONIST MANAGER

An effective manager should have an independent approach to work well. The communication skills should be strong enough and impressive to meet new people every day. A better awareness of technology and better knowledge is also especially important. Being responsible for managing all staff in the reception area. A successful manager should have effective communication skills to deal with customers. Monitoring the usage of all equipment related to reception. Guiding the fresh staff's rules and their duties.

Giving back support in case any member is absent due to illness or another reason carrying out the tasks. Sorting out all related issues, you must have good knowledge. Making sure that all visitors and customers are respectfully welcomed and well informed professionally about related information. Responsible for the new recruiting and training of fresh staff members.

The head of receptionist is expected to sort out issues related to administration and security. knowledge of modern technology is crucial because that is used for everyday duties, from

reservations to security. Excellent communication skills and a problem-solving attitude are required. The manager's duties include having a polite conversation with customers, welcoming them, providing them with the company's rules and about all details of facilities, asking them appropriate questions, checking in and checking out guests. Answering phone calls, e mails with issues and solving them. Answering emails on time. Organizing the reception area and being patient.

Managing bookings and having knowledge of reservations. Making sure that all files have been organized properly and alphabetically and keeping records as per the company's policy and local govt rules. Producing the details of the guest to the concerned authority when required. Asking the guests while checking out that how their stay with us was.

Knowing use of computers and better typing skills. Making sure all-important files are on the desk. Being active and aware of all activities that are happening around. Desiring to look after guests and treat them well. Ensuring the guests are offered the services at the reception desk. Handling transactions, creating a warm atmosphere to make guests feel relaxed. I should be hardworking and responsible attitude.

A good manager must have the ability to impress and inspire everyone to recognize the everyday best possible, appreciating them about their tasks well done and reflecting his satisfaction with happy treatment. It is more helpful for them to continue their daily efforts positively and exciting wishes to perform their tasks well in future. making sure that employees are receiving correctly all related and legal benefits within a time frame as this makes them an effective and real happiness for their personal and working life, of course when a worker receive his right benefit or award from the job well in time. It gives him happiness and amazing feeling and in return the

company will have a chance to receive a motivational, satisfied, happy and extra wishes and willingness desire to do the job in proper way, this way company will have a chance to achieve the right target earlier or before time.

A best management team always keeps an eye on the rewards for the employees and makes sure that all the rewards from the company to deserving company workers have been granted correctly and well on time.

Motivational Skills

It is not always an easy task, but it is especially important for a company manager to have good motivational skills. It can be used as and when required, it plays a professional and positive role in increasing the moral level of the team members. It is incredibly positive and helpful to generate productivity as well as the performance of the workers in a better way. This leads employees to enjoy the amazing atmosphere and company culture, being driven to work more efficiently and productivity. Do not micromanage the team members ever, treat all the team members with respect, accept criticism and negative feedback even if it is about yourself, and must be fair with everyone in the team.

Discrimination

If you feel that there is any type of discrimination or an irrelevant treatment has been given to the team, for example there is one of the company workers is black and belongs to Africa, but rest of the team is white and from UK, but treatment is not equal and fair, go to the victim talk to him, listen to him ask about his feelings. apologize from him, motivate him, and try to compensate him if possible and sort out the issue in the appropriate procedure and according to the company's policy, but make sure that this issue has been sorted out, remember if the problem is still there, the performance, loyalty and willingness of the affected team member could go down,

this is not only disadvantage of company but could also negatively affect the productivity and achievement of the company. A good awareness of the team, A good manager must be aware of all the team members and their needs and demands must try to fulfill their demands as quickly as possible.

CLARITY

The company manager must have clarity in his words while giving tasks to every member and make sure that the employees well understand him and there is no confusion.

The manager must lead with well confidence, and never have to show his unawareness, weaknesses, or any difficulty that he is facing because the difficulty is between him and the company. There is nothing to do with an employee. Just make sure that your order and demands must be easy, understandable and in clear words. The manager must treat their team members in the right, respectable and correct way and make sure that the relevant task has been explained properly. It could create a passion in the team to perform their task well done within the period. Built and create relationships like a motivational management must well inspire the team, of course this is a best way to build the team morale and encourage them to prepare themselves for the best performance during their job activities to achieve the given task. It is a plus point and helpful to create a positive workplace culture and more enjoyable atmosphere.

Empathy

This is particularly important to realize and feel the team members' emotion. This could help to build a strong relation, could improve their motivation ask the questions about their hobbies as well as their personal interest to help foster relationship consider joining the team in breakroom and have some informal conversation, this could help to learn more about them as well as their

unique personalities. Celebrate their personal events like their birthdays, baby showers and extra. This could help to increase office empathy and the level of morale

SMART ANALYSIS

SPECIFIC: I wish to keep learning and trying to achieve academic level along with the relevant degree to start my practical life and to adopt the right and relevant profession to manage expenses of the life and staying connected with my professional study, to innovate and try to achieve the educational target, it will help me to select the specific profession to continue enjoying my related position. As well as I will be keep trying to continue struggling for further and higher educational level in my life. At the moment I am finishing my present professional level of study and I have a positive hope and possibly I will be successful. After the completion of this academic course, I will definitely plan further and will go ahead to adopt a better and compatible profession, it will give me a chance to continue the current job and I will have a great chance to continue my study for my achievement and my educational target. After completion of getting the academic degree, it will help me to innovate about my future and better plan to get the right profession and position to serve the nation.

ACHIEVEABLE

According to my struggling in study field about my career and professional study, I definitely will have a chance to reach the right and related profession and proficient level of the job to start my selected department with a higher level of the life. Now I am doing a casual job without showing any level of my studies. The actual achievement will come to me as I am struggling continuously.

RELEVANT

As explained above I am working as a casual member of the team and delivering groceries items to the residents of the local area but hopefully the company could have a better job position for me, as I am on their delightful book and having mostly five-star rating by the company customers. Hopefully and possibly, I can get a departmental promotion and get a better level of the job position, this will not improve my financial and social situation but a better level in this society.

TIME BOUND

In January 2020 I started my professional studies, that is certificate of higher education for workplace, and going to finish the current academic course in January 2022. Hence the duration is twelve calendar months to achieve the current goal.

UPDATING CV

I have learned about updating my CV, removing old addresses, emails and telephone numbers etc. Highlighting my fresh updated experience obtaining from my ex-jobs and professional activities. Introducing new skills adopted from my professional career. Editing my international languages and adding new knowledge and awareness, learned from everywhere. REFERENCE Madeliene Burry June 10,2021.

SELF AWARENESS

There are too many external factors in the life that is beyond our control even though we have a lot of happiness determined by external factors, but we are able to control how we deal with this type of external situation. We can improve our life by happening positive and negative incidents in our lives. REF Hugo June 29,2021.

CAREER DEVELOPMENT

There is always availability to have a chance to innovate professional skills and knowledge to adopt. If you attend any class for training to learn something new. You can catch new strategies and technologies relevant about your career.

MENTOR

We have to explore learning on someone`s else experience, it is a great way to grow our professional knowledge and awareness, it is helpful to improve the professional career and to face the related challenges in the future career. Ref Sussan M Heathfield. Feb 2021.

PREPARE FOR MOCK INTERVIEW

We must improve and prepare our appearance and having good image. It is important to have a good knowledge for the job description, awareness of related job role and enough knowledge about the company. It is very important to prepare ourselves for expected questions and answers by the recruiters, as well as research about the company and their activities. Ref Indeed Editorial Team, Dec 3, 2021.

EMPLOYMENT LEGISLATION

I have learned about rules and regulations about UK employment rules, about eligibility to have the job. Promotion period, job insurance, make ready the references of ex jobs and their contact details, as well as notice period to leave the job, legal annual holidays etc. Produce all legal documents, ID, proof of the legal stay and right to work in the UK. Subbmit your academic certificates and your availability to start the job etc. Ref Ovsary Clark, 2021.

AFTER GRADUATION

We got a comprehensive knowledge about ideal to get the graduate jobs, about self employment or well in touch with University or any other academy to build the professional learning level with new technologies and international knowledge. There is also available option to join in the compatible job and continue with the professional studies. Ref Jemma Smith, June 2021

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