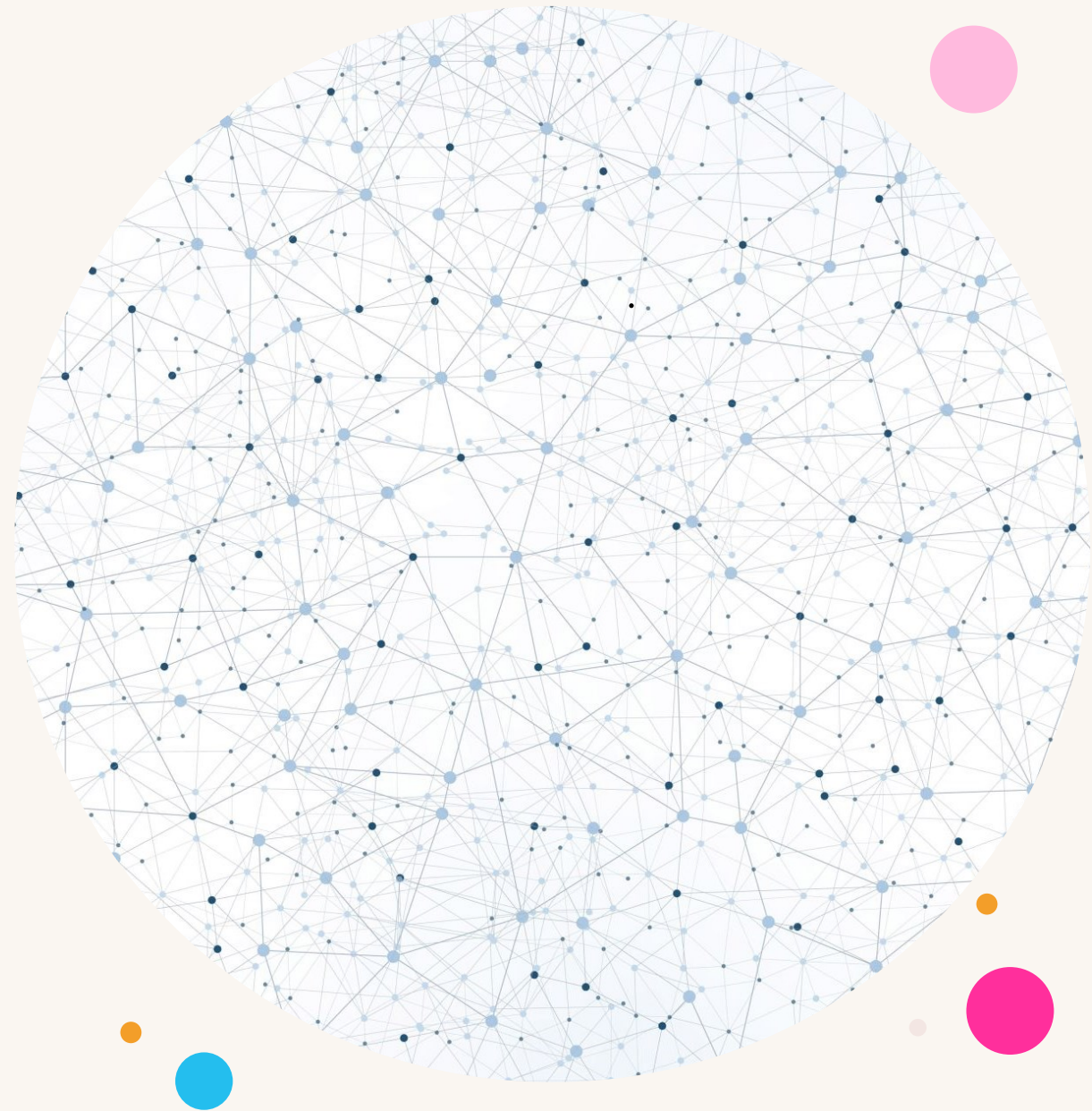


BMSW4001

Academic and Employability Skills(ACE)

Individual Presentation

Rose Marie Gherman
(2119161)
Lecturer: Joana Walsh



TEAM LEADER

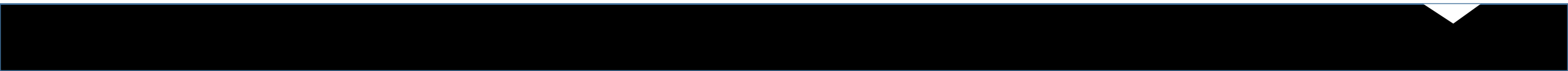
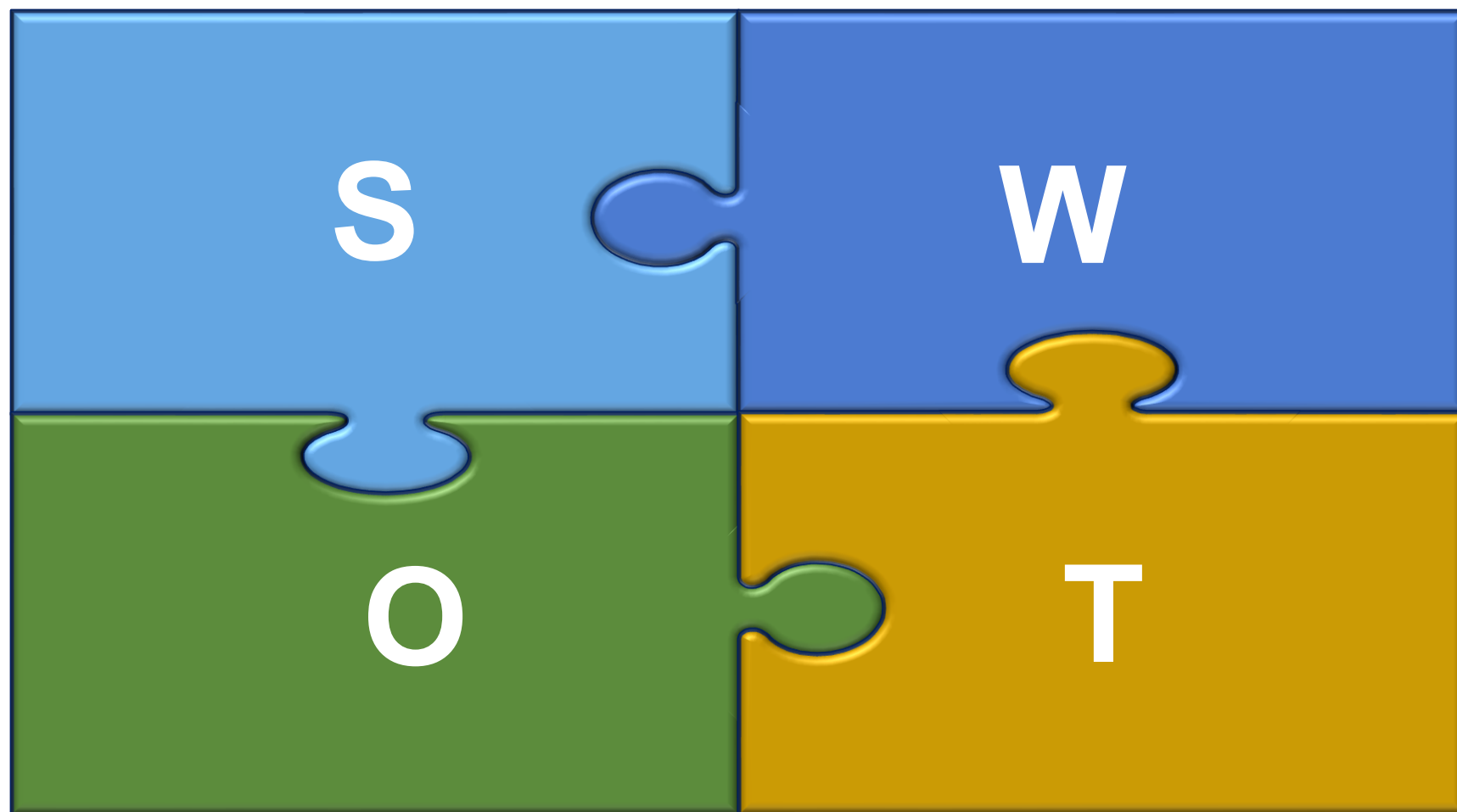
- A Supervisor, sometimes referred to as a Team Leader, is in charge of organising and supervising a team of workers.
- Determining team workloads, training personnel, and ensuring employees adhere to corporate goals and objectives are just a few of their responsibilities.
- Give a group of individuals instructions and guidance to enable them to accomplish a certain goal.

DUTIES AND RESPONSABILITY

- To lead his team to success and meet goals and objectives, he must develop and implement a schedule.
- Conduct trainings for his staff to help them reach their full potential and equip them with knowledge that would help them feel more confident and communicate more effectively.
- Constructing an effective workforce to aid in the expansion of the business
- His everyday tasks include managing the team's performance and fixing problems.
- Ensure the welfare, health, and safety of your people.

SKILLS

- Problem solving and decision making
- Good organization; Emotional intelligence; Leadership skills
- Paying close attention to detail
- Computer application and other industry-specific software knowledge
- Experience in training employee
- Clear, effective communication skills



STRENGTHS (+)

- Good organization skills;
- Good communications skills;
- Employee training experience;
- Attention to detail;

WEAKNESSES (–)

- Leadership skills;
- Computer literacy;
- Problem solving;
- Decision making

OPPORTUNITIES (+)

- Seek advice from experienced colleague;
 - Learn new skills;
 - Take on more responsibilities;
- Level 2 Certificate in Principles of Team Leading;

THREATS (–)

- Competition;
- Time management;

CV

- My contact information;
- Resume my objective;
- Share academic achievements;
- Mention my awards license and certificate;
- The most important skills

COVER LETTER

- List my contact information and the employers details;
 - Address the letter to the hiring manager;
- Write the first paragraph to getting his attention;
 - Explain why I am qualified for this job;
 - Relate my experience inside the company;

Reference

- **Andrew Wallbridge(24 July 2020)** <https://www.tsw.co.uk/blog/leadership-and-management/team-leader-responsibilities/>
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- <https://www.myperfectcv.co.uk>
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