

BUSINESS MANAGER

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INTRODUCTION



- THE ASSIGNMENT WILL EXPLAIN ACADEMIC AND EMPLOYABILITY SKILLS THAT DESCRIBE TIME MANAGEMENT SKILLS, ACADEMIC WRITING SKILLS, REFERENCING SKILLS.
- THE IMPORTANCE OF THOSE SKILLS WILL ALSO BE MENTIONED HERE.

ACADEMIC AND EMPLOYABILITY SKILLS

Time management skills

- Time management is an essential skill in terms of academics and employability.



(Pettit, 2020).

Academic writing skill

- Academic writing skill demonstrates the process of formal writing that has been used in many universities and publications (Teoli, 2019).

Referencing skill

- Referencing skill is one of the foremost skills that define the justification of the authenticity of any particular piece of writing.

ACADEMIC AND EMPLOYABILITY SKILLS

Importance of these skills



(harappa, 2020).

Importance of time management skills

- Time management enhances efficiency.
- It also enhances the ability to make decisions through self-discipline.

Importance of academic writing skills

- Academic writing is important as it helps in language development.
- Moreover, it also enhances the vocabulary along with reduces grammatical error (GURL, 2017).

Importance of referencing skill

- proper referencing helps in avoiding plagiarism.
- It is also important to understand the authenticity of any individual writing.

MY INTENDED CAREER PLAN

- I want to become a business manager as the role includes some duties and responsibilities, I prefer most.
- One of those is hiring new staff, organizing group meetings, setting business plans along with budgets and strategies.



(Pettit, 2020).

SKILL REQUIRED

Effective communication

- To become a business manager, effective communication is very much needed.



Time management

- Time management is also a foremost skill that is highly required for a business manager.

SWOT ANALYSIS

Strength

- One of my strengths is my decision-making skills

Weakness

- One of my weaknesses is my presentation skills.



Opportunity

- One of my opportunities is to become the manager of the company that I'm currently working at.

Threats

- One of my threats is intense competition in the field of professional career.

PDP

What are my big goals	Which goals need to happen first	When do I want to achieve this	What obstacles might get in my way	How can I improve my chances of meeting my goal	Where can I go for support	Review: How am I doing
To become the Manager of the company I'm currently working.	I want to improve my presentation skills. Also, along with that my communication skills.	I want to achieve my goal by the end of the academic year.	My lack of confidence and confusion.	I can improve my chances by practicing all over again until I'm confident enough to take the next step.	I can always rely on the lecturer and academic support.	I'm on my way to building my confidence.

CONCLUSION

- The assignment has demonstrated academic and employability skills. In addition to that, time management skills, academic writing skills, and referencing skills have also been explained.
- Along with that, SWOT analysis and a PDP have also been incorporated here.

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