

Practical Portfolio of Yordan Petrov

Analysis of Academic and
Employability skills



[Academic and Employability Skills \(BMSW4001 LON\)](#)

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Introduction



We all have a set of employability skills. These are skills that are not specific to one career path but are useful across all employment sectors.

Definition of Employability Skills

Employability or 'soft skills' are the building blocks of your career. (SkillsYouNeed.com, 2022)

Identifying my skills and evaluating them:

- Time Management
- Organising and planning
- Academic Writing





➤ Restaurant Manager

Currently I am working in the Hospitality Industry but, I am looking to grow or even start my own business.

➤ Business Owner



Job Title: **Restaurant Manager**

Restaurant managers ensure that a restaurant operates efficiently and profitably while maintaining its good reputation and ethos

■ **Skills you will need to have:**

- excellent interpersonal skills for diplomatically handling staff and customers
- cooperation and teamworking skills
- the ability to lead and motivate a team of staff
- the ability to cope under pressure in a fast-paced environment
- good business awareness for achieving successful performance
- an awareness of hygiene, and health and safety regulations
- strong written and oral communication skills for managing business administration and personnel matters
- strong planning and organisational skills to run a streamlined operation
- the ability to work independently and make decisions confidently
- problem-solving ability, to resolve issues as they arise
- a flexible and hands-on approach to work.



Time management is Essential

Working Smarter to Enhance Productivity:

“We all get the same 24 hours – so why do some people seem to achieve more with their time than others? The answer: good time management.” (Mindtools.com, 2022)

- I thought I am managing my time good, it's important to me and in my current profession. I didn't realize how much time I waste between activities. Improving my time management skills will enable me to achieve my goals and is essential for any management positions.
- When we discussed it in class, we spoke about our natural body clock and how there are times in the day when we are naturally more focused and perform better. I'm trying to identify and use them since.



Organising and Planning Skills:

➤ SWOT Analysis:

Reflecting now, It proved to be very useful to me when we did Personal SWOT analysis with the class. Revealing to me my **strengths, weaknesses, threats and opportunities**. It will help to plan and manage better in the future.

➤ Personal Development Plan:

It's clear that planning is essential, making a personal development plan is a great toll we looked at. I never took the time before to organize a plan like we were taught in the lecture. I gave me a clearer picture of my **goals, skills and knowledge I need, certain steps, recourses required, set up time schedule and achieving the goals in a realistic timeframe**.



Academic Writing

It's a necessity to have a “strong written and oral communication skills for managing business administration and personnel matters” (Prospects.ac.uk, 2022), as stated in the advertisement for a Restaurant Manager position.

■ Writing skills – Paraphrasing and Summarising:

I've always considered communication one of the most important skills, even more if I intend to be a Restaurant Manager. I remember, when we covered the paraphrasing and summarising, I really enjoyed it. In a restaurant, a busy environment where communication is essential, It's very important to summarise quickly. At the same time when talking to customers we might need to paraphrase, to keep them happy, even if there is a problem.



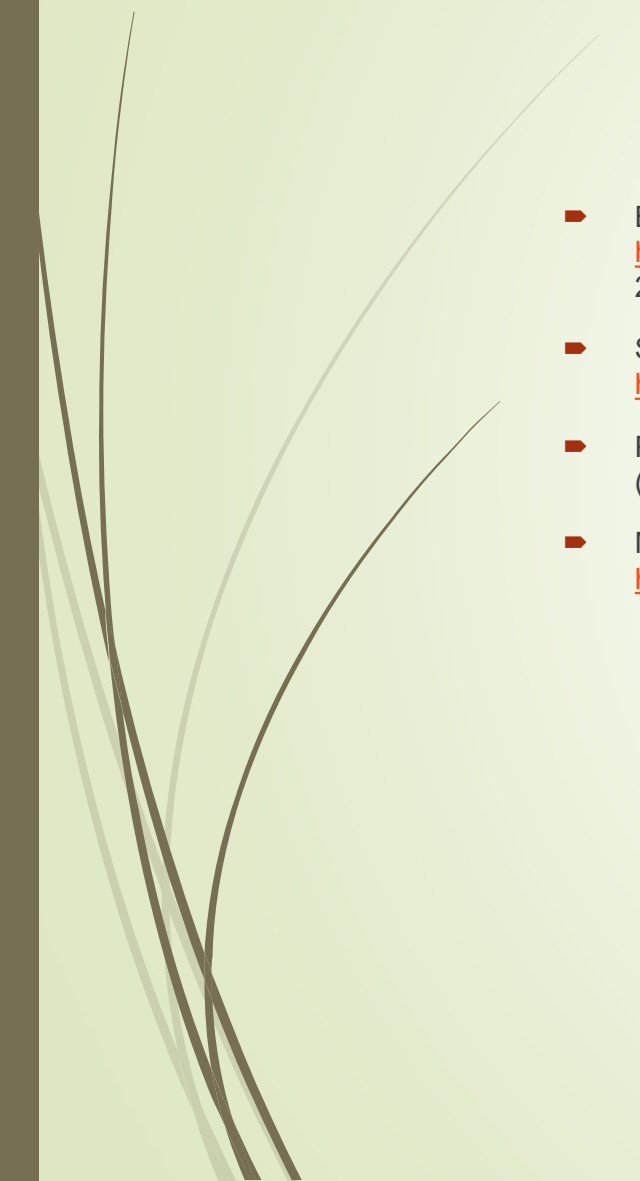
Conclusion

- Regardless of what I decide, to have a career in hospitality or, to open a business myself, improving my skills through the Academic and Employability Skills Module is -

**A great opportunity and will surely
provide me with the tools to
success.**



References



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