

WHAT SKILLS CAN HELP ME FIND A JOB AS A TEAM LEADER?

EWELINA HALINA SERDYNSKA 1922217

UNIVERSITY OF WALES TRINITY SAINT DAVID

NAME OF THE LECTURER: SYLVIA HOFFMANN

MODULE TITLE AND CODE: ACADEMIC AND EMPLOYABILITY SKILLS BMSW 4001_LON

PRESENTATION DATE: 13.04.2021



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1. INTRODUCTION

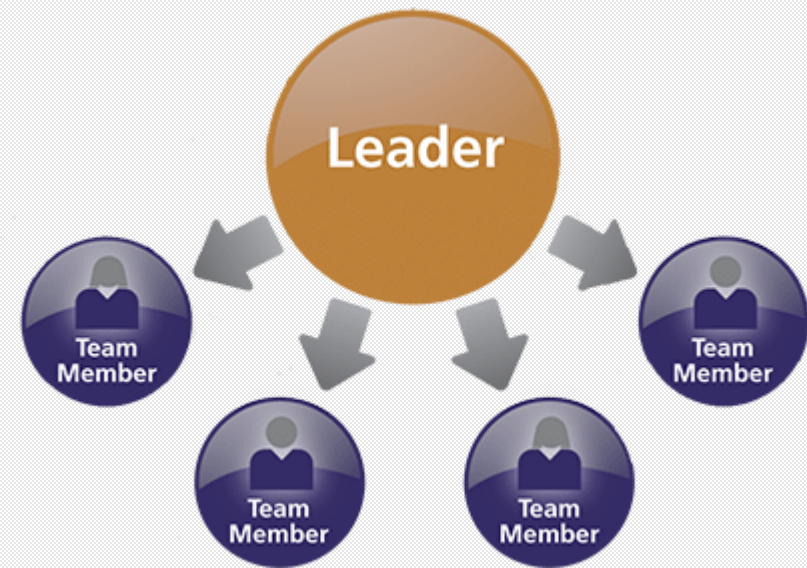
Team leader skills:

- Organizing and Planning
- Time management
- Leadership
- Teamwork
- ICT skills
- Communication



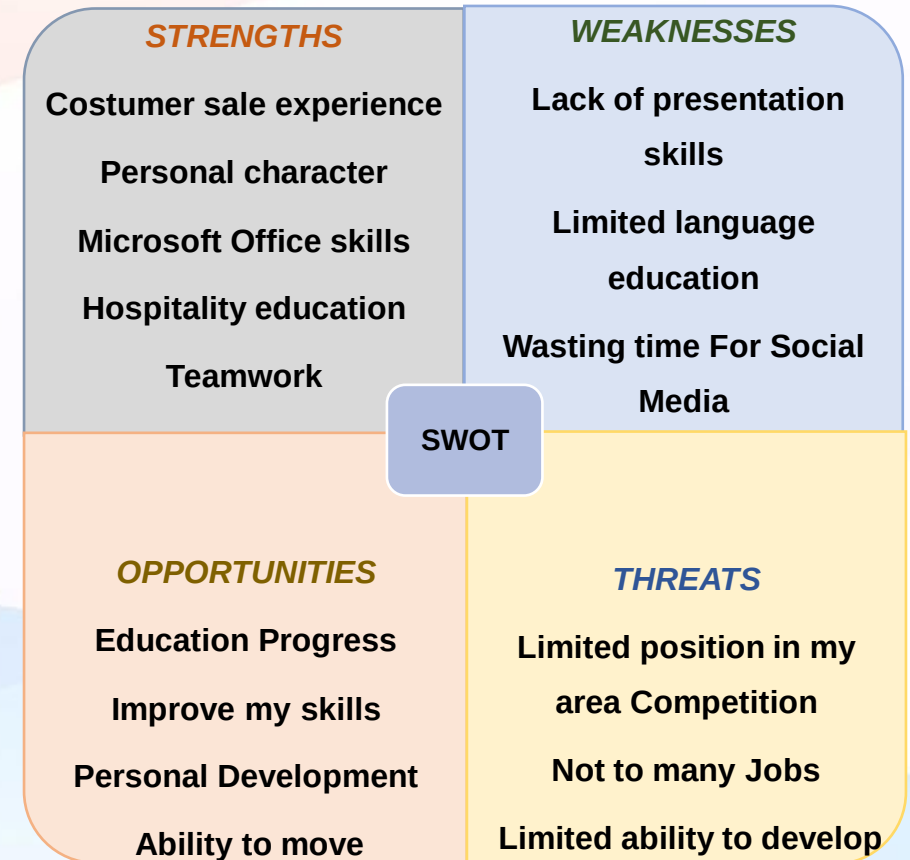
2. *TEAM LEADER TASKS*

- Coordinating and motivating people at work
- Time keeping and pursuit of the goal
- Problem solving if something happen
- Checking projects and office work
- Reporting any issues and conflict resolution



3. MY PERSONAL SWOT ANALYSIS

- ✓ Communication at work
- ✓ Using computer and applications
- ✓ Planning my next step
- ✓ Working with my colleagues
- ✓ Learning from different situations

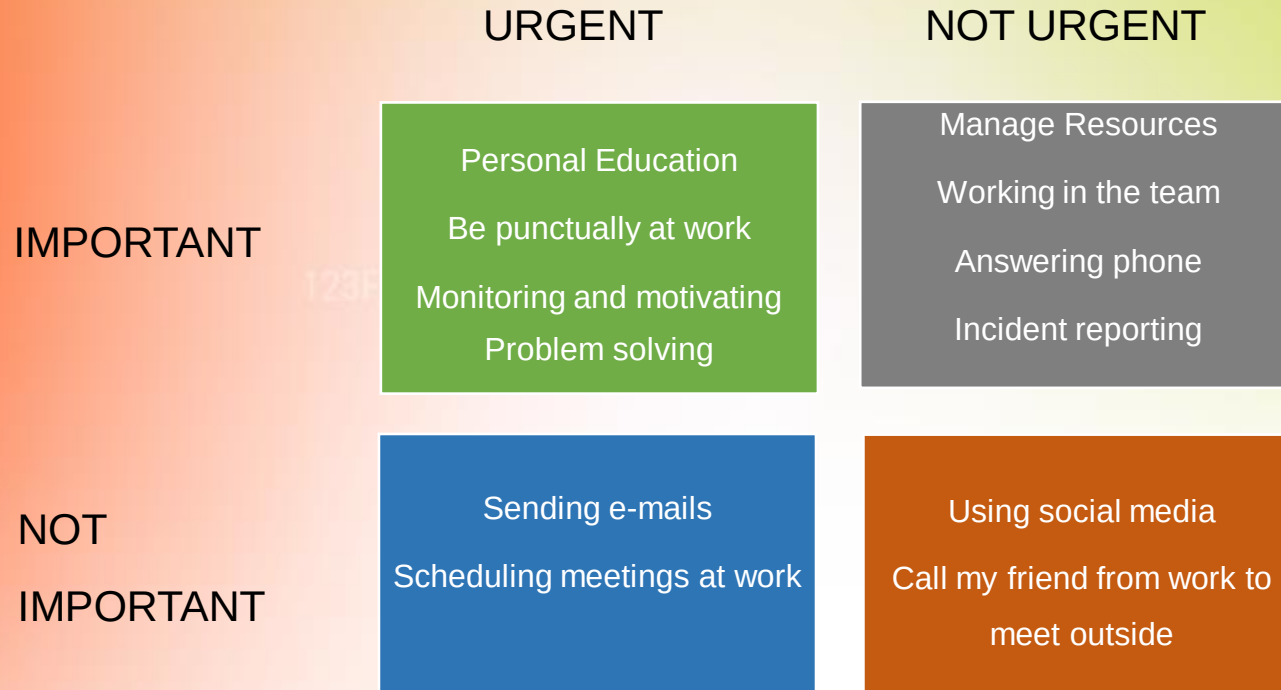


4. PERSONAL DEVELOPMENT PLAN

- Giving me motivation
- getting to know myself
- completing my long term plans
- developing my career
- Analyzing my progress at work

Main long term goals	Steps to take	What will positively complete the plan	Start Date	Target completion date	Done
Find a new job as a team leader	Applying online, Using my experience in costumer service	Motivation, Knowledge, Hard work	01. 03. 2021	01. 03. 2022	
Completion of 1 year of study	Organize my time, Learning types and research methods	Attending classes and work shop, Doing my own notes, Reading articles and books	15. 02. 2021	15. 02. 2022	
Create my own business on eBay	Knowing website regulations and costumer needs	Good costumer service, lower prices, fast shipping, positive feedback	04. 12. 2020	04. 12. 2021	

5. EISENHOWER METHOD



- ☐ Urgent Important- I have to do it now
- ☐ Not urgent but Important- do it today but later
- ☐ Urgent but not important- plan when to do it
- ☐ Not urgent and not important- I do not need to do it

6. THE PARETO PRINCIPLE

- ✓ Focus on the right tasks
- ✓ Planning my moves
- ✓ Working smarter with my team
- ✓ Vision of my goals

TASKS AT WORK	THE MOST IMPORTANT TASKS
1. Sending emails	1. Communication with staff
2. Writing report	2. Stock control
3. Schedule team meeting	
4. Stock control	
5. Conflict avoidance	
6. Communication with staff	
7. Using social media	
8. Phone calls	
9. Training stuff	
10. Planning Customs	

7. CONCLUSION



- Communication
- Time management
- Leadership
- Learning

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