

International Hotel Management

Programme: Certificate of Higher Education in International Hotel Industry

Assignment title: BMSK4001: Business Skills for International Hotel Industry, Assessment Component 2

Module: M4X01917 – L4 Business Skills for International Hotel Industry

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Content

Introduction	3
Employability skills	3
SWOT Analysis	4
Personal Development Plan	5
Employment in Hotel and Hospitality Industry	6-7
Conclusion	8
References	9

Introduction

In this section I will describe the academic and employability skills that I have and want to develop in the future. I will put my strengths, weaknesses, opportunities and threats under a SWOT analysis and also, I will talk about my future goals and plans in my PDP – Personal Development Plan. Furthermore, I will describe which are the needed skills for employment In Hospitality Industry.

Employability skills

Employability skills can be defined as the skills needed for an individual to be employable and efficient. Apart from good technical understanding, employers usually require a set of skills. These skills are what they think will be useful for the employee to do their job properly and efficiently. Knowledge, skills and attitudes, how you use and present them is what employability depends on. Some of the skills needed for that include communication (being able to clearly explain the meaning of your words and what you are trying to say in both written and spoken communication. Also, communication is being able to listen to other people), problem solving (This means to be able to understand what a certain problem is and break it down into smaller parts in order to identify key issues as well as identify solution for that problem. Applying your knowledge from different areas to solve the problem is also a key to problem solving), working under pressure to meet deadlines (To be able to have this skill mean being able to handle all the stress that comes when a certain job or a task is near the deadline and needs to be completed ASAP), ability to learn and adapt (that is mainly you being positive about your job and actually enjoying what you do but apart from that be able to know different ways to learn from your mistakes throughout your career which will benefit both you and the employer), team work and organisational skills (Being able to be organised and plan every bit of your work in order for deadlines and targets to be met. Also, keep track of your progress to make sure you are going in the right direction and improving).

SWOT analysis

SWOT analysis is an informative essay which identifies strengths, weaknesses, opportunities and threats. The analysis is aimed to analyse the external and internal factors. A SWOT analysis is used by businesses and by non-profit organisations. The reason it is being used is mainly strategic because it is considered to be a powerful source of discovering unknown opportunities as well as unknown threats before they become an actual danger to the organisation. The analysis is divided into four sections: Strengths (Internal resources supporting successful outcome), Weaknesses (Internal resources working against the successful outcome), Opportunities (External factors which can be used as an advantage for the business organisation to be successful), and Threats (External factors which can destroy the entire success of the organisation)

<u>Strengths</u> • Hard working • Open minded • Organised • Responsible • Perfectionist • Honest	<u>Weaknesses</u> • Busy with work • Get bored quickly • Get attached quickly • Language barrier
<u>Opportunities</u> • Education • Find a new role • Work abroad • Degree • Make new friends	<u>Threats</u> • Family • Partner • Health

PDP – Personal Development Plan

Personal Development Plan also known as PDP is an action plan based on reflection, values and awareness. PDP contains your career, education, skills and knowledges. This plan is often a requirement for a CV. The plan is also used to assess the current realities as well as the needs for skills, knowledge and competency

<u>Goals</u>	<u>Resource</u>	<u>Time</u>
My overall goals that I want to accomplish	• To understand the material of the course • Improve my writing and spoken skills	• December 2019
Specific skills and knowledge	• Team working • Communicate • Interview skills • Good ideas • Foreign languages • Achieve good results	• July 2020
How am I going to acquire the skills and knowledge?	• Listening to the lecturer • Do my homework • Study at home • Practice	• September 2020
What resource do I need?	• Internet • Book • Free time • Practice • Applying	• November 2020
Time schedule	• At university	• Twice a week in 2 years
When have I completed each assignment and project?		• Always on time

Employment in Hotel and Hospitality Industry

Here I will reflect on my SWOT analysis and my Personal Development Plan about the skills and goals I have and how they make me employable in the Hotel and Hospitality industry. To start off I will talk about my SWOT analysis. As part of it I summarised my strengths, weaknesses, opportunities and my threats. Being strong doesn't mean being able to lift a truck. You've to be mentally strong and prepared for a completely new lifestyle and new work environment. In this industry you have to be very organised in order to progress and not mess up on something which is something I am. As a person I'm very organised and I know where everything is, I can make important decisions which would impact my job and life. I have experience as being a leader in High School for 4 years which made me confident in my role and also my hobby which is kickboxing made me mentally and physically stronger. Another skill I have is the ability to understand what kind of person is sat in front of me from just a couple of words said in between. Being a very honest and direct person is a good skill which I have for sure. I've always been honest with everyone and I have always said what I think to everyone. Like every other person I have weaknesses as well. Those things that can change your mindset completely. I'm very emotional and even when I argue with someone, I always end up crying. A lot of people don't like who I am because I'm usually the opposite of what they expect me to be, however, I fully accept all my weaknesses even the ones which are that I get bored very easily. An important part of the SWOT analysis are the opportunities that I have and should not miss out on. Education is one of the main opportunities I have because it allows me to become a professional and start a career which will bring me knowledge, happiness and wealth for life. It will also find me a new role in life in terms of a job. Apart from all this, education provides the opportunity to work abroad in a different country, with different people who may have knowledge which I don't so I will learn from them. New friendships are what education would definitely bring you as you go through. University friends are usually lifelong friends as well as colleagues after that. Last but not least, threats would be something that can turn your life around in literally 2 minutes. One of the main threats for me are my family, my partner and my health which is a key part of the success because if you are not healthy you are unable to work therefore you can't build a successful career in the hotel and hospitality industry.

Secondly, I want to reflect on my Personal Development Plan and the goals I have set for me to achieve. It is very important to always have targets or goals to work towards because personally for me it works as motivation and it helps me go through difficult moments easier. Some of the overall goals that I want to accomplish are my understanding on the university course and the material that is being taught as well as the improvement of my writing skills. I find those two points very important and I have said that I will accomplish them by December of 2019. By setting this goal I'm more than determined to accomplish it and nothing can stop me from doing that. Specific goals and knowledge I must gain would be my teamworking, communication, interview skills, foreign languages and achieve good results. All this I will have to accomplish by July of 2020. A way of acquiring those skills and knowledge is by listening to the lecturer during lectures, do my homework every time and practice what I have learnt. In terms of resources I will use the Internet, books, my free time, again practice and application of everything learnt. All this would be done in university which I have 2 days a week.

The hotel and hospitality industry require a lot of determination and a lot of skills such as communication, organisational skills etc. During my two years in university I will develop even more the skills that I currently have in order to ensure that when it comes time for me to be employed by a good hotel they will like what they see in me and they will be able to see how determined and efficient I would be. As of now my skills make me employable as well because I'm definitely able to work in a team and communicate with different people to a point where both sides would be satisfied but I'm sure that I have a lot more to learn.

Conclusion

To end this, I would like to evaluate what I have learnt from all the information which I put in the pages above. I learnt a lot more about my strengths, weaknesses, opportunities that I have in front of me and the threats which might affect me in some way. I have come to the conclusion that I need to improve my written and spoken skills in order to succeed in the future. My Personal Development Plan had me think in more depth about my goals which I want to accomplish and put a timescale for each of them to be accomplished by. Following the SWOT and the PDP I understood the importance of the skills needed for the Hospitality industry. Over the course of the next two years I will be able to learn more and more about the industry and prepare myself to work in that industry to my best ability. I hope that when I graduate, I will start working at a hotel and progress in my career.

References

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