



Academic and employability skills

Moodle code - BMSW4001

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Analyse your academic and employability skills

Topic – What do you want to do after finish your study ?

Overview

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Introduction

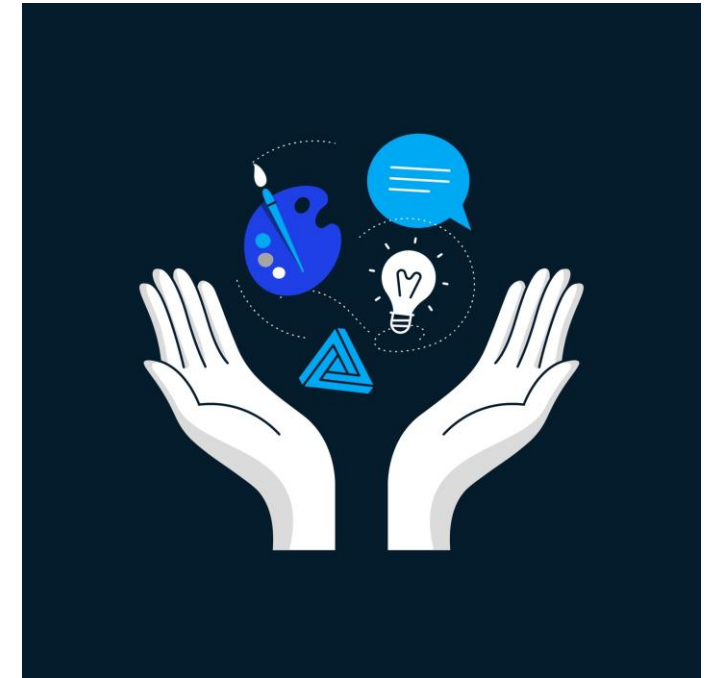
Academic Skills

- Academic skills are a set of **learning practices, study tactics, and time management techniques** that help pupils acquire and learn information in school, (Practical Adult Insights, 2012).

Employability Skills

- Employability Skills are the '**skills**' that a person should have in order for being qualified for a job.
- Employers commonly describe a variety of abilities which they expect from an individual e.g. Job adverts.

(Australian Government Department of Education, Skills and Employment, 2016).



(Google.com, 2011).

McDonald's Business Manager

As a McDonald's Business manager, I will be **responsible for operational, financial and people management sections.**

Specific skills:

- **Prepare P&L report**
- Maximise profits and **achieve sales targets**
- **Recruit** new staff, and **train** and **develop existing staff**, Coordinate staff **scheduling**,
- Motivate and **encourage staff** to work as a team and achieve targets
- Ensure standards of **hygiene and food safety**
- Ensure the restaurant complies with **health and safety regulations**
- **Handle customer complaints** and queries and **ensure high standards of customer service**
- **Stock ordering**
- **Maintenance** of equipment and Minimise breakdown cost

(AGCAS editors, October 2020).

Skills Needed

According to Prospects, there are several skills that are needed as a successful manager:

1. Time management Skill
2. Academic writing
3. Problem solving
4. Management & Leadership
5. Team work
6. Hospitality
7. Communication skills

(Prospects.ac.uk, 2021)



(Google.com, 2011).

SWOT ANALYSIS

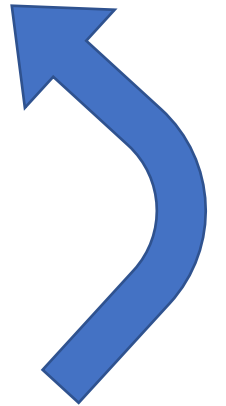
Strengths

- 1) Management and leadership: **Organising & leading the team**
- 2) Team work: **Team briefing/Motivation**
- 3) Problem solving: **Customer complaints**
- 4) Hospitality: **Maintaining Safeguarding Standards**

Weaknesses

- 1) Time management: **Unable to complete all tasks**
- 2) Academic writing: **Unable to write in a formal standard**

As a manager, I already have many of the skill mentioned in previous slide, but I do need to improve and gain some skills.



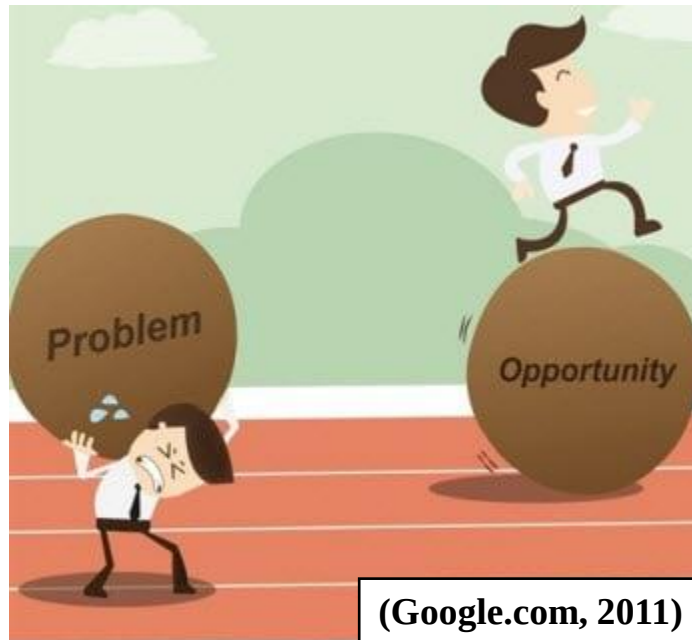
SWOT ANALYSIS

Opportunities

- Improving Academic Skills
Currently: **Attending university**
- University Set Deadlines: **Need to manage my time to meet deadline**

Threats

- Full time Work: **Little time to balance academic studies**
- Tiredness from work and study: **Can hinder productivity**



(Google.com, 2011)

Conclusion

- To summarise, I have understood that there are numerous skills that are needed as the role of a business manager.
- Many of the skills needed I already have, but some skills I need to gain and improve, this was understood from the SWOT analysis.
- I will need to adhere to this plan to achieve the goal I want and use this method to gain other skills as well.

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Questions ?