



ACADEMIC AND
EMPLOYABILITY SKILLS
BMSW4001
ACE PRACTICAL PORTFOLIO
ACADEMIC AND
LECTURER: SYLVIA
HOFFMANN

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RESTAURANT MANAGER

Why did I choose this job

What skills do I have?

Where can I improve?

How can I apply them in my own business

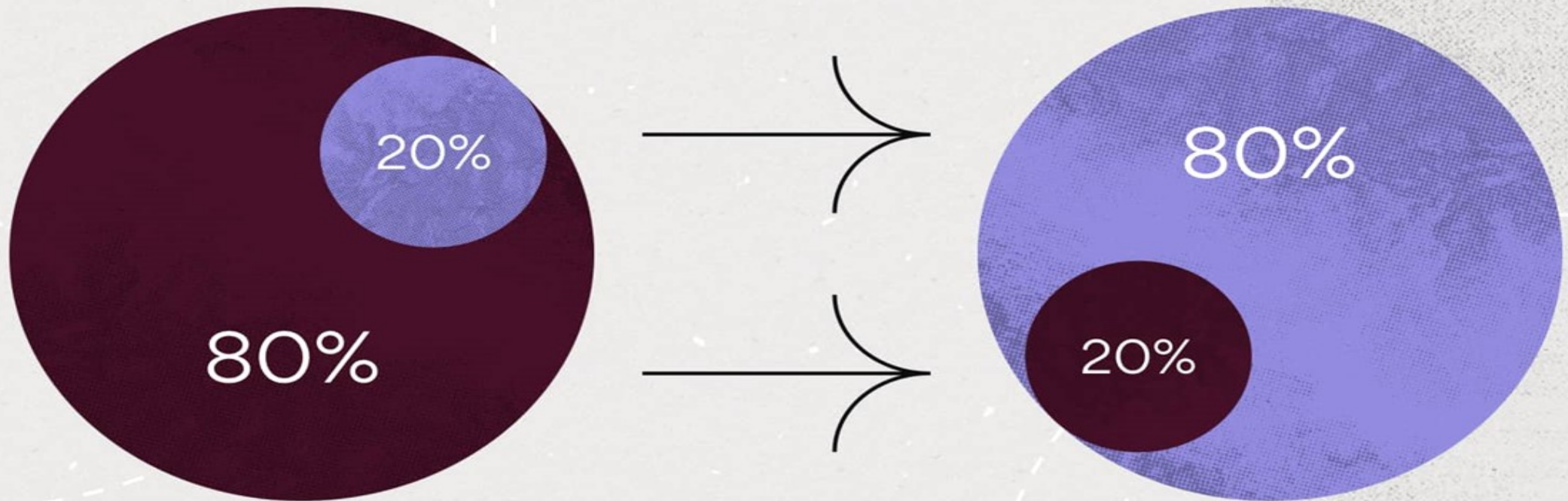
Which one of the learned will help me manage
the activity.

In order to pursue my dream like any other
careers, I need experience and common
knowledge of the industry. There is room for
improvement in every skills and quality we
already have like any weaknesses.

And I will show you in these slide how my studies
will help me in the future.



Time management



Effort

What are the most efficient way to manage time?

Outcomes

Do I efficiently use most of my time?

- One valid method to efficiently manage your time is the Pareto principle.
- Remember to not apply this observation for everything, anything can have advantages and disadvantages

WHAT SKILLS DO I NEED TO MANAGE A RESTAURANT?

- Hire, prepare and train the staff, Supervise them.
- Small business make the R.M. plan the menu
- Organizing the salaries
- Keep an eye on supplies and order them
- Advertise the activity
- Develop and improve the activity



CV WRITING

CV's are represent you, creating a general idea of yourself and your qualities learned due to experiences.

- Positivity
- Flexibility
- Efficiency
- Leadership





THANK YOU

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(Q&A)