

Based on your intended career, prepare a PowerPoint presentation of 5-10 slides which you will use to help you analyse your academic and employability skills, also referring to published literature.



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Academic and Employability Skills BMSW4001

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Which skills do I need to become a Sales Manager?

Good communicational skills

Analysis skills

Work under pressure

Teamwork

Leadership -delegate

Time management

Positive attitude and problems
solving

Believe in yourself

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Which skills do I think I already have?

❑ Work under pressure

Currently I am working in a busy environment, so I had the opportunity to manage the pressure and my self-control

❑ Teamwork

I like to work as a team and share with them our wins and losses. It's very important to understand our aim and to organize the right way to achieve them.

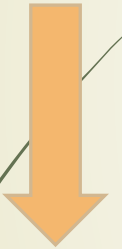
❑ Leadership - Delegate

I learnt what, how and when to delegate the right task to the right person and in this way, discover the strengths and weaknesses of my team.

The impacts of the skills I already have

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Work under pressure



- Increase the courage;
- Good performance;
- Better productivity of my team;
- Time management;
- keep being focused.

Teamwork



- Motivation;
- Make more money;
- Cooperation;
- Helping each other to reach the task.

Leadership - Delegate



- Have more time to focus to more important tasks;
- Have more productivity from the team;
- Give trust to the team and give them the chance to

Which skills do I need to improve to become a Sales Manager?

☐ Good communicational skills

I realized, after the lessons I have followed in this module, how important it is to find the right way to communicate based at the circumstances.

☐ Analytical skills

I believe if I can better expand my knowledge on the day-to-day operations of my workplace, I will become more effective and precise with my work. Use a particular technique like the SWOT can help to focus about the aim.

☐ Time management

If I plan and schedule my tasks beforehand, I will be better setup for the day, which means I will be more efficient with my time , meaning meeting my deadlines .

☐ Positive attitude and problems solving

I must become more aware of how to deal with problematic situations around the workplace whilst maintaining a positive attitude and then finding the correct solutions.

What is for me the secret to realize my dream?

After reading the book “Eat that frog” by Brian Tracy I understand that it doesn’t matter which job we will do in our future the most important is
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BELIEVE IN YOURSELF

As the book suggested I should focus on what is important in my life also my future career and what may help me is by writing down on a paper my aims and reading each day as a reminder to keep motivated.

References

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Thank you for listening.
Any questions?