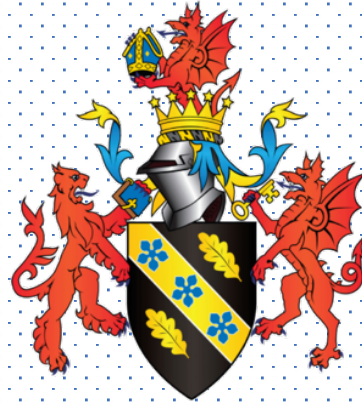




Personal Academic & Employability Skills

Overview

- Who am I?
- What is my intended carrier
- Analyze my Academic & Employability Skills
- Conclusion of my findings
- References

Self Introduction

- My name is Justin Sanches,
- I am 36 years old
- I was born in Dakar - Senegal, grew up in Cape Verde & Portugal
- I currently work as Front Office Manager at Holiday Inn Hot

My Intended Carrier

- Open Own Business

Business Manager Skills

Skills



Managerial Skills



Communication Skills



Decision Making Skills



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Managerial Skills

- Planning
- Organising
- Leading &
- Controlling

(Lowden 2007)

General Overview in

- Finance
- Marketing &
- Market Development

(Z Papulová, M Mokroš 2007)

Communication Skills

- Improve my communication skills, so I can communicate effectively.
- Assertiveness
 - Able to stand for myself and communicate my idea firmly, without bullying, patronizing or manipulate others. (Maund A, Schriek M & Tinkler Paul, 2017)

Decision Making

- Learn actively how to listen
 - “Good decision-making skills often depend on how well you listen”
- Rely on my brain not emotions
- Able to seek wise council



Image source - <https://www.inc.com/rhett-power/5-keys-to-great-decision-making.html>

Conclusion

- Improve my weaknesses
- Effective communication starts with listening
 - Listen effectively → Genuinely Interested (Carnegie Dale 1888 -1955, 2009)
- Get a degree in business management
- Take action.

References

Carnegie Dale, 1888-1955. (2009). How to win friends and influence people. New York :Simon & Schuster

Power R. Feb 2017 5 Keys to Great Decision-Making Smart leaders develop a sound process for making tough decisions <https://www.inc.com/rhett-power/5-keys-to-great-decision-making.html>
Accessed 02 Aug 2021

Lowden JS – 2007 Managerial Skills for the Entrepreneur
https://scholar.google.com/scholar?hl=en&as_sdt=0%2C5&q=JS+Lowden%C2%A0-+Management+Decision%2C+1988+&btnG= Accessed 12 July 2021

Z Papulová, M Mokroš - IMPORTANCE OF MANAGERIAL SKILLS AND KNOWLEDGE IN MANAGEMENT FOR SMALL ENTREPRENEURS , 2007 - <https://www.g-casa.com/PDF/Papulova-Mokros.pdf> Accessed 09 July 2021