

BMSW 4001
Academic And
Employability Skills
Task 1

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Introduction

Employability skills are the transferable capabilities that an individual uses in a particular workplace. Some of the common employability skills that are required in an employee are Teamwork, leadership, problem-solving, communication, self-management, punctuality and many more (Indeed, 2021). The presentation will discuss in detail the skills and abilities that an individual should know to start a hospitality business of its own.



Personal SWOT

Strength	Weakness
• My major strength includes problem-solving, effective decision-making and leadership which help me to cope with dynamic situation and working environment and also permit me to learn new things quickly and actively. • With ideal decision-making skills, I can analyse the complexity of any task and opt highly beneficial process for its completion. • All these skills allow me to minimise the unnecessary pressure in my daily life and ensure the development of personal and professional skills.	• The central weakness of mine is ideal time management skills because I feel the scarcity of time within any task progression and in my daily life. • Time management is an essential skill for individuals because it will elevate the employability rate and allow them to attain stability within the career graph (Shove, 2022). • I panic in a critical situation, which is another weakness, this minimises my productivity and performance highly. • Another critical weakness within me is communication skills as I face difficulty in delivering my ideal point of view to another person. This hampers the final output and minimises its quality to a higher extent.
Opportunity	Threats
• The central growth opportunities include honing my existing skills of mine with effective work practice and acquiring the necessary skills with online learning and training. • Completing my higher education within reputed educational institutes is also an effective growth opportunity for me. • An internship opportunity with a hospitality organisation is also included in the opportunity because it will allow me to understand the official working environment and acquire essential professional skills.	• Some critical threat for me includes the higher growth of competitive nature in the modern market, which will minimise my employment rate within the increase in talented and skilled candidates. • Another fundamental threat for me comprises the rise of pandemics worldwide, which will completely stop my employment opportunity and growth.

Time Management Tool

- Quadrant One

The tasks within this quadrant hold a higher importance than any other tasks and they required immediate attention.

- Quadrant Two

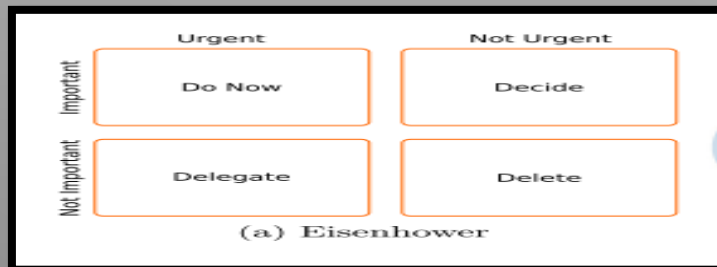
These tasks for me will include the completion of the exam syllabus, as it is essential for me but does not include a pressing deadline. Tasks present in this quadrant yield higher satisfaction for me as they include a higher chance of success within my career graph.

- Quadrant Three

This kind of task for me will include daily gym and exercise as it is urgent to complete within a specific time but does not hold that much importance compared to other tasks.

- Quadrant Four

These tasks for me will include sports activities because they do not include any pressing deadlines. However, this task allows me to meet the long-term goals of a healthy body and physique



Personal Development Plan

Skills	Specific	Measurable	Action	Relevant	Time-bound
Time management	• To gain enhanced working productivity and performance within a daily working schedule. • To minimise the loss of time within specific activity and mitigate unnecessary pressure associated with work.	• The time management skill can be measured by calculating the consumption of time. • It can also be measured by analysing the work quality and efficiency of individual	• For attaining ideal time management skills prioritising important tasks is necessary. • Utilising a daily to-do list will elevate the time management skill of individuals. • Avoiding distraction and multitasking will also allow individuals to improve their time management skills to a higher extent.	• The central benefit of this will include the elimination of the concern of time loss within any task. • It will ensure quick task completion without stress.	5 Months

Contd.

Skills	Specific	Measurable	Action	Relevant	Time-bound
Communication skill	- To elevate the informal communication information transformation capability within daily life. - To increase the collaboration output with increased understanding among different team members.	- It can be measured with periodic feedback from team members and individuals. - Communication skills of an individual can also be measured by reporting output and analysing the results.	- Communication skills can be improved with consistent speaking and listening practices. - It can also be achieved by including clarification within the conversation and ideal listening to the perspective of others.	- The major relevancy of communication skills is that they allow the individual to elevate teamwork and productivity high. - Another central benefit of communication skills is that they create trust among different team members and ensure ideal information sharing.	3 Months

Show an understanding of the world of work in the chosen sector

- Hospitality business is one of the largest sectors of industry present around the globe that is mainly involved in welcoming people by providing comfort and entertainment.
- This sector of business is generally broken down into three categories- accommodations, food and beverage and travel and tourism (Breier *et al.*, 2021).



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Following positions can be attained with adequate skill and qualification.

- ◉ Accommodation manager
- ◉ Catering manager
- ◉ Event planner
- ◉ Chef
- ◉ Restaurant manager

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Working procedure in the Hospitality industry

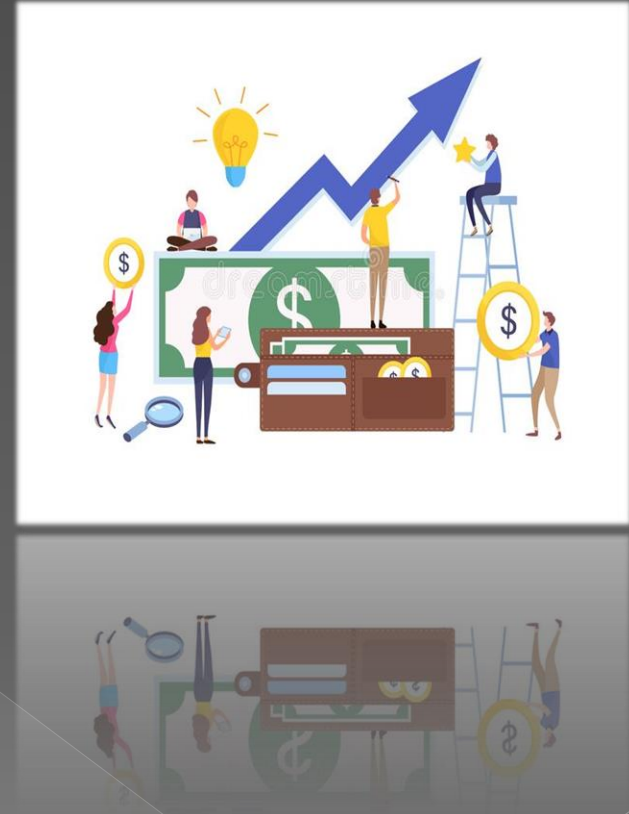
There are several steps that are involved in the working culture of the hospitality sector.

- ◉ Internal planning- Internal planning involves a detailed objective and planning that will help in the successful running of the business.
- Staffing- Staff are essential to provide a satisfactory customer experience.
- Market research- This stage helps to identify the demands of the customers and analyses the competition present in the existing market.



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- Finances- Every business needs a source of funding to develop into a successful sector in the industry.
- Location- A perfect location is very important to set up a business which can affect the sales rate of that firm.



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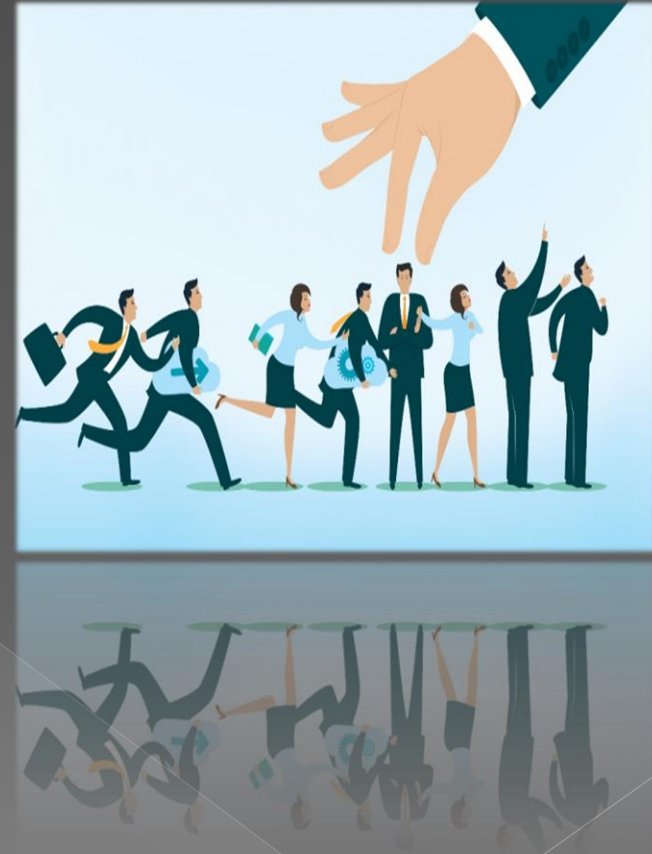
- Procurement-A source of a supply chain or manufacturers are vital for developing a business. Hospitality sector use several factors to meet the procurement criteria-
 - Price- Hospitality owners look for suppliers that meet their needs of competitive prices in the market.
- Fulfilment of customer needs- The main aim of hospitality industry is to meet the needs of the customers.



Contd.

Recruitment techniques in the hospitality industry-

- Recruitment in the hospitality sector includes many characteristics as they hire in high volume, seasonal hiring, and employ people who can prevent high turnover rate.
- Premier Inn is one of the leading hotel brand in the UK that uses techniques like they hire for attitudes and then training for the development of skills (Statista, 2021).



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- Mitchells and Butler's is another leading hospitality giant that operates in the UK market that prefers the recruitment of employees not only base on their interviews (Mitchells and Butler's, 2022).
- Raleigh International follows the process of providing training on recruitment and looks for soft skill sin the candidates.



Conclusion

The presentation explained in detail the strengths and weaknesses that are required in an individual for doing a hospitality business with the help of SWOT analysis, Time management tools and a Personal developmental Plan. Further, the working environment that is present in the hospitality industry along with the recruitment techniques that are followed by the owners is explained with the help of well-known hospitality giants of the UK.

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A red pushpin is pinned to the top center of a white rectangular piece of paper. The paper is slightly tilted and has a soft drop shadow beneath it. The background is a light gray and white checkerboard pattern.

THANK
YOU