

Module Title: ACE Practical Portfolio

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Introduction

Academic and employability skills

Strategically select and apply methods
Proper planning
Studying in most effective manner
Active listening to engage learning
Analyzing Data
Articulating Thought process

Academic Skills

Clear communication
Strong Organizational skills
Respectful to subordinates
Humble, analytic and hardworking
Honest, strategic and responsible

Leadership Skills

Employability Skills

Communication
Collaboration
Leadership
Ethical Follow up
Professionalism
Time Management

Management Skills

Domain knowledge, customer orientation
Industry knowledge, Business skills
Networking and data management
Self confidence and proper decision making ability (Baek et al., 2021)
Innovative and functional
Responsible and integrated

What is the importance of these skills?

- Academic skills develop literacy for students and prepare them for future employment
- These skills provide fulfillment of desire of a person to get employed in preferred sector
- The skills provide self-confidence and self-esteem in organizational environment
- Strategic application of proper methods and planning provides opportunity to work in an effective manner
- Clear and transparent communication the scope to effective teamwork
- Effective team management and communication are important for working in an organization within a workforce (Baek et al., 2021)
- Strong organisational skills provide scope for collaborative management
- The employability and academic skills are very important to get desired designation and job role in an organization
- In the market of tight competition the skills are really important for strategic talent acquisition of a company
- It helps in developing the academic integrity and numeracy expertise



Career as a Bank Manager

- Job role of managing an entire bank branch
- Segregating tasks to individuals according to capacity and skill set
- Profound knowledge of bank services, financial products, market fluctuations
- Guiding customers with appropriate strategies to save and invest money (Frühwirth, 2021)
- Provide financial solutions to corporate business houses
- Provide personalized services to corporate and business houses
- Hire talented staffs and versatile workforce
- Always have updates regarding exchange rates and economic fluctuations in market



Skills required for Bank Manager job role

- Essential critical thinking ability and application of knowledge
- Proficient at performing tasks under pressure and with tight deadlines (Frühwirth, 2021)
- Rigid work ethic and self-driven to perform well
- Skilled in written and spoken communication
- Customer service oriented and focused towards commitment (Baek et al., 2021)
- Proficient while working alone or working in a team
- Monitor all branch accounts and balances maintaining ethical conducts



Swot Analysis

Strengths	Weaknesses	Opportunities	Threats
Strong financial knowledge	Limited engagement in marketing communication	More courses on finance and accountancy	Rising fixed cost
Team based focus	Working with limited distinctive financial products	Opportunities in market oriented services	Economic slowdown and low employment opportunity (Lee et al., 2020)
Commitment towards customer oriented services (Lee et al., 2020)	Not able to maintain updates with frequent technical advancements	Massive customer engagement and upskilling (Frühwirth, 2021)	Discouraging trust in customers due to bank break down or collapse in financial market

Personal Development Plan(PDP)

What do I need to learn first?

- I need to have managerial, academic and employability skills
- I need to have excellent accountancy and economic knowledge (Rimmer et al., 2018)

What should be my degree holding for this career?

- I should complete my degree in finance or Management first
- I can go for further certified courses specialized in banking and accountancy

How does my degree relates to the real practice?

- The management degree will help me in managing a bank branch
- The financial degree will help me maintaining deposits and providing knowledge to customers regarding economic fluctuations

Which development outcomes it relates to?

- My academic and management skills will help me developing my future profile as bank manager
- I shall also try to learn new technical advances such as blockchain technology in banking for further development of my career goals (Rimmer et al., 2018)

How shall I develop skills as a bank manager?

- I am always ready to learn new opportunities and speculate on market fluctuations to maximize customer return
- I must learn to work in a team with efficient people in my group delivering topnotch financial solution

Conclusion

Reflection on skillset

- What qualities I have to become a bank manager?
- How do I develop the skillset required for the specific job role?
- How would I use the specific skillsets to shine as a bank manager?
- Leadership and management skills: making personal development plan
- Achievement of my desired employment goals.

References

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Rimmer, A., 2018. How do I prepare a personal development plan?. *BMJ*, p.k4725.