

Business Skills Assignment

By: Abdul Sesay

Date: 12/10/2025

Coursework Reflection & Skills Summary

Business Skills Assignment

Name: Abdul Sesay

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Business Skills

I have developed strong business skills that help me handle different tasks and challenges effectively. I can work well on my own or with others, and I've learned how to deal with failure in a positive way by focusing on improvement. These skills make me more confident and motivated in my work.

Selling & Marketing Skills

I am learning how to promote and sell products successfully. I understand the importance of knowing what customers want and how to meet their needs. I also recognise that good communication and presentation make a big difference in marketing success.

Financial Planning & Accounting Skills

I understand how to manage money properly by keeping good records and planning ahead. Learning about budgets and expenses helps me make smart decisions. This skill will be useful in both personal life and future business plans.

Personnel Management Skills

I can work well with people and help create a positive environment. I try to motivate others, solve problems, and make sure everyone feels respected. I'm also improving my leadership and teamwork abilities.

General Management Skills

I can plan, organise, and manage time efficiently. I take responsibility for my work and make sure tasks are completed properly. I am also improving in setting goals and making good decisions when challenges come up.

Communication & Presentation Skills

I can express my ideas clearly when speaking and writing. I am more confident when presenting in front of others, and I am improving at structuring my thoughts so my communication is professional and easy to understand.

Computer & Organisational Skills

I am confident using computers for different types of work such as research, typing, and presentation. I can organise my files and manage my time effectively to stay productive and meet deadlines.

Intangibles (Personal Qualities)

I have confidence, motivation, and determination. I can handle stress well and stay calm under pressure. Support from family and friends keeps me positive and focused on my goals.

Calculation Summary

Below is a summary of my overall self-assessment scores across all skill areas:

Skill Area	Score (out of 10)
Business Skills	8
Selling & Marketing Skills	7
Financial Planning & Accounting Skills	7
Personnel Management Skills	8
General Management Skills	8
Communication & Presentation Skills	9
Computer & Organisational Skills	9
Intangibles (Personal Qualities)	8
Total	64 / 80

My total score shows that I have strong skills overall, especially in communication and organisation. I will continue improving in financial planning and marketing to reach full balance across all areas.

Final Reflection

This assignment helped me understand my strengths and areas for improvement. I am proud of my progress in teamwork, organisation, and communication. I have also learned how to plan better and stay confident in difficult situations. Going forward, I want to keep developing my leadership and financial management skills to prepare for future opportunities.

— *Abdul Sesay*

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