

Academic and employability skills.

Module code bmsw4001_Lon

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Term 1 group 3 weekend

Task a1.

Job : manager.

- ▶ Desired job : packaging manager at current job.
- ▶ Actual job : assistant manager in retail warehouse.
- ▶ Skills required to achieve a manager role:
 - Managing and overseeing the workers.
 - Observes, analyses, and studies of the packaging line.

Skills required to achieve a manager role:

- ▶ Develop and implement an efficient method for the packaging line.
- ▶ Quality control checks.
- ▶ Provides instructions to the staff.
- ▶ Oversees day-to-day operations of employees.

Skills required to achieve a manager role:

- ▶ Qualities such as :
- ▶ supervising,organising,training employees,monitoring.
- ▶ Inspect equipment,tools,machinery.
- ▶ Excellent problem solving skills.
- ▶ Leadership qualities,previous experience.

Skills that I have :

- ▶ Checking machinery to work properly
- ▶ Make sure that we pack the proper items
- ▶ Check products before and after packing
- ▶ Guide and train my colleagues .
- ▶ Work efficient in the given time.

Skills that I miss:

- ▶ Writing and speaking English at an advance level.
- ▶ Computer skills
- ▶ Time managing and organizing
- ▶ Public speaking
- ▶ Leadership qualities.

Solutions for improving my skills:

- ▶ Attending “Academic and Employability Skills” module improved my English.
- ▶ Attending “Digital skills and Research Methods” improved my IT skills.
- ▶ Manage my time at work and with my studies.
- ▶ List what I need to do in the given time.
- ▶ Prioritise these activities (high,medium,low).

References

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