

University of Wales Trinity Saint David London Campus

Academic and Employability Skills (ACE) BMSW4001_LON

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How to become a Manager at my current job -
DHL Supply Chain

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Introduction

Transferrable skills are the skills that make an individual 'employable', such as:

- CV writing
- Paraphrasing
- Reference
- Reflection
- Summarise
- Time management
- Communication skills etc

All skills are important in different ways, E.g.:

- CV writing - A resume helps me find a suitable job, in accordance with my skills;
- Paraphrasing - When you use the work of others to back up your own viewpoint, paraphrasing is a useful tool
- Summarise - Summaries helps to extract from a source of information exactly the essential
- Reflection – to continually improve myself; to improve the workplace

How to become a Manager at my current job - DHL Supply Chain

- In the near future I want to become a Manager at my current job - DHL Supply Chain. For that I have to get a Desk Controller position, which will help me a lot. From the Desk Controller position, I will be able to accumulate a large amount of information that will help me to become Manager.
- From my point of view, the first step to reach my goal was taken: I enrolled to this University.

The second step I need to do is to improve my skills and develop new ones. As a manager, I consider the following skills to be crucial:

- Leadership
- Team Building
- Good communication
- Good Organisation
- Ability to Deal with Changes Effectively
- Domain Knowledge

**My SWOT
analysis to
became a
Manager**

Strengths

- Critical thinking
- Adaptability
- Responsibility
- Professionalism
- Ethics
- Technology use

Opportunities

- Gaining new knowledge for a better job
- Improving skills already possessed
- Making an overview of the Supply Chain
- Better understanding of warehousing in a big company (DHL)

Weakness

- English is not my first language
- Teamworking
- I am not flexible with working time
- Lack of confidence
- Time management

Threats

- Colleagues with better skills
- People who are against management
- Too much dust in warehouse

To conclude, I must:



Continue and
finish my studies



Improve my
English



Improve my
weakness

Reference:

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