

MY EMPLOYABILITY AND ACADEMIC SKILLS

Mantas Stonys

Student id: 2029520

BMSW4001 Academic and Employability skills

Lecturer : Mr Toyin Adisa

Assignment title : ACE Practical Portfolio

Introduction

Career path : manager

- Motivating employees to increase productivity
- Overseeing recruitment and training staff members
- Making decisions on customer based feedback
- Daily interaction with colleagues and customers
- Business and teams growth

Key Communication skills and their importance

1. Ability to adapt your communication style
 2. Active listening
 3. Transparency
 4. Clarity
 5. Ability to ask open-ended questions
 6. Empathy
 7. Open body language
 8. Receiving and implementing feedback
- More effective approach
 - Better team collaboration and trust among team
 - Clear directions
 - Understanding employees thoughts
 - Acknowledgement of employee
 - Passing the right message
 - Morale boosting

Weak points :

Public speaking

Team management skills

1. Delegation of tasks
 2. Organization
 3. Setting up goals
 4. Setting up boundaries
- Higher productivity
 - Start each day with a plan
 - Moving forward as a team
 - Team memmmbers have clear roles

Weak points :

Not being strict enough
Naive

Decision making skills

1. Problem solving
 2. Reasoning
 3. Creativity
 4. Quick thinking
 5. Calmness
- Making critical decisions
 - Reviewing possible outcomes
 - Finding unique solutions
 - Making right calls quick
 - Staying calm in problematic situations

Weak points :

Overthinking outcomes

Deciding too quick

Swot Analysis

Strenghts :

- Communication skills
- Team management skills
- Easilly approachible
- Quick and creative thinking
- Multitasking

Weaknesess :

- Public speaking
- Jumping from unfinished work to new one
- Trying to help too much

Opportunities :

- Higher education in management sector
- Working with experienced team of higher management

Threats :

- Not experienced enough
- Not trained on every work system

Personal development plan

Short term goals

- Be trained on all work systems at work
- Become stand in shift manager

Long term goals

- Become grade A manager
- Study management further in University
- Get as much experience as possible in management

Used sources

- https://uk.indeed.com/hire/job-description/manager?qclid=Cj0KCQjw6s2IBhCnARIsAP8RfAgU1JSDuOI1JwprB7tYd2TQlY-F4hs-1-ZFdZxpFKSpq81Jz1sLqMaAgZCEALw_wcB&aceid
- <https://hbr.org/2021/04/what-does-it-mean-to-be-a-manager-today>
- <https://blog.smarp.com/top-5-communication-skills-and-how-to-improve-them>
- <https://online.hbs.edu/blog/post/team-management-skills>
- <https://www.indeed.com/career-advice/career-development/decision-making-skills>