

Hassan Saiedi – ID: 2118442
Academic and employability skills
BMSW4001_LON



HELLO

I am Hassan Saiedi and the career I
want to pursue is as a
Real Estate Agent

Why I chose this industry?



It requires to have brilliant interpersonal skills



I am a Team worker (As of Belbin's Team Roles)



Is a dynamic, fast-paced industry



* The skills required to do this job are:

- Strong communication
- Team working skills
- Being target driven
- Time management:
- Influencing skills



STRONG COMMUNICATION:

In order to communicate effectively, a person has to make sure his ideas and thoughts are being heard and implemented



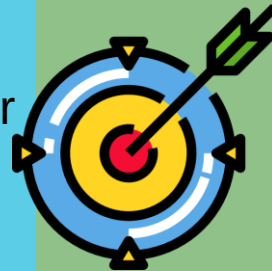
TEAMWORK:

Group of individuals who cooperate together in order to reach a mutual goal, trusting and relying on each other



TARGET DRIVEN:

means that goal-oriented workers structure their workday around accomplishing tasks that will help them achieve long-term goals



TIME MANAGEMENT

Effortlessly managing your time so that you can be more productive is what time-management skills are all about.

- **Planning**
- **Prioritization**
- **Organization**
- **Self-discipline**



INFLUENCING SKILLS

Is the ability to convince someone to see things your way about a given topic without coercion or force while recognizing their perspective and expressing respect for it as well.

- **Active listening**
- **Rapport & Trust**
- **Credibility**
- **Research**
- **Ethics**



ADVICE FROM CAREER * EXPERTS

GOALS SETTING

Setting goals is critical for all real estate entrepreneurs looking to succeed, as SMART goals allow measuring progress.

BUILD RELATIONSHIPS

Keeping a solid relationship with each client requires listening carefully to their unique needs, in fact, real estate agents serve as mentors for their clients



* SWOT ANALYSIS

STRENGTHS

Conflict management and resolution, ability to stay calm under pressure, co-operative, perceptive and diplomatic.



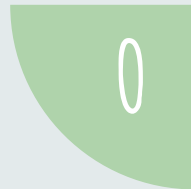
WEAKNESSES

Creative thinking, ability to think outside the box, procrastination and organization



Training and courses to master lacking skills, possibility to learn while doing the job

OPPORTUNITIES



Market changing requirements, inflation and tax changes threatening potential buyers

THREATS



MY PERSONAL DEVELOPMENT PLAN

Goals/targets What do I want to achieve?	Action What do I need to get there? / How will I get there?	Success criteria How will I know when I have got there?	Target Date When will I get there?
I want to improve my creative thinking skills	I'll get there by stepping out of my comfort zone and doing things I wasn't used to doing like drawing or write a journal, to activate my creative impulses	I will know I have gotten there when I have drawn at least 1 design or written a journal per week to generate new ideas	By December 2022
I want to improve my time management skills	I'll accomplish this by creating daily lists and a weekly schedule	As long as I adhere to the deadlines of my plans and stay on schedule, I will know I've arrived	By the end of 2023
I want to become self-orientated in the real estate field	To reach my goal, I must break larger goals down into smaller, attainable steps: I want to become an expert in Real Estate so I will begin by keeping myself informed and stimulate my curiosity daily by reading about new topics.	After reading at least five pages of a book or journal per day and reviewing what was learned on each page, I will know I have reached my goal	By May 2024

* Time management tools

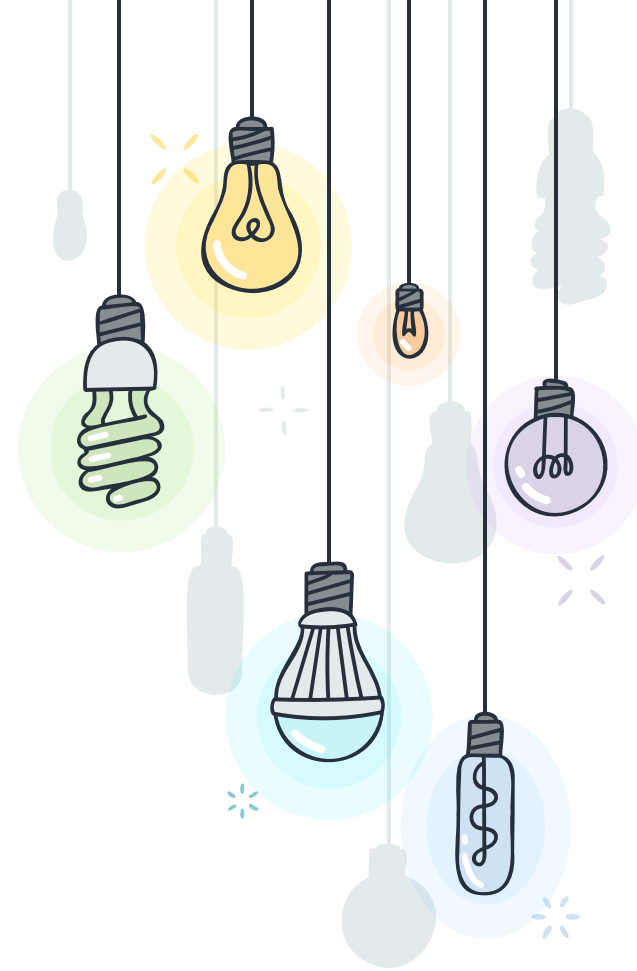
Everyday tools

Phone calendar

Note-taking software: google keep

Time tracker: focus keeper, reminder app

Specialized time management: to-do tasks app



References

- Belbin (no date) The Nine Belbin Team Roles. Belbin. Available from <https://www.belbin.com/about/belbin-team-roles> [Accessed on 29 March 2022]
- Brown L. (no date) What Is Effective Communication? Laurie Brown Communications. Available from <https://lauriebrown.com/guides/communication-skills/what-is-effective-communication/> [Accessed on 16 March 2022]
- Chartered Institute of Procurement and Supply (no date) Influencing Skills. Available from <https://www.cips.org/knowledge/procurement-topics-and-skills/people-and-skills/influencing-skills/#:~:text=Influencing%20skills%20are%20the%20ability,coercion%20whilst%20acknowledging%20their%20opinions> [Accessed on 1 April 2022]
- Cottrell S. (2021) Skills for success, Personal Development and Employability. Fourth Edition. UK. Red Globe Press. Available from <https://read.kortext.com/reader/epub/927875> [Accessed on 16 March 2022]
- Esajian P. (no date) How To Be A Successful Real Estate Agent In 10 Steps. Fortune Builders. Available from <https://www.fortunebuilders.com/successful-real-estate-agent/> [Accessed on 21 March 2022]
- Glassdoor Team (2021) 5 Ways to Be More Goal Oriented At Work. Glassdoor. Available from <https://www.glassdoor.com/blog/guide/5-ways-to-be-more-goal-oriented-at-work/> [Accessed on 16 March]
- Indeed Editorial Team (2021) Time-Management Skills: Definition, Examples and Tips for Improvement. Indeed. Available from <https://uk.indeed.com/career-advice/career-development/time-management-skills> [Accessed on 29 March 2022]
- Indeed Editorial Team (2022) How To Succeed as a Real Estate Agent in 2022: 10 Tips. Indeed. Available from <https://www.indeed.com/career-advice/career-development/how-to-succeed-as-a-real-estate-agent> [Accessed on 3 April 2022]
- Kos B. (2020) Best Time Management Tools 2021 - What tools will really boost your productivity? Spica. Available from <https://www.spica.com/blog/best-time-management-tools> [Accessed on 4 April 2022]
- Property Personnel (no date) A career in Estate Agency – is it for you? Property Personnel. Available from <https://www.propertypersonnel.co.uk/property-job-guides/a-career-in-estate-agency-is-it-for-you/> [Accessed on 2 April 2022]