

BMSW4001
Academic and Employability
Skills

Mihaela-Paula Mocioi
Student ID-2124641

Future job: Bank Manager

Introduction

- Employability skills can be referred to as transferable skills which are required by individuals to make them employable.
- Employers often outline a group of skills that they want from an employee (McGunagle and Zizka, 2020).
- Some top employability skills that employers generally want from their employees are team working skills, good communication skills, critical thinking skills, problem-solving skills and so on.



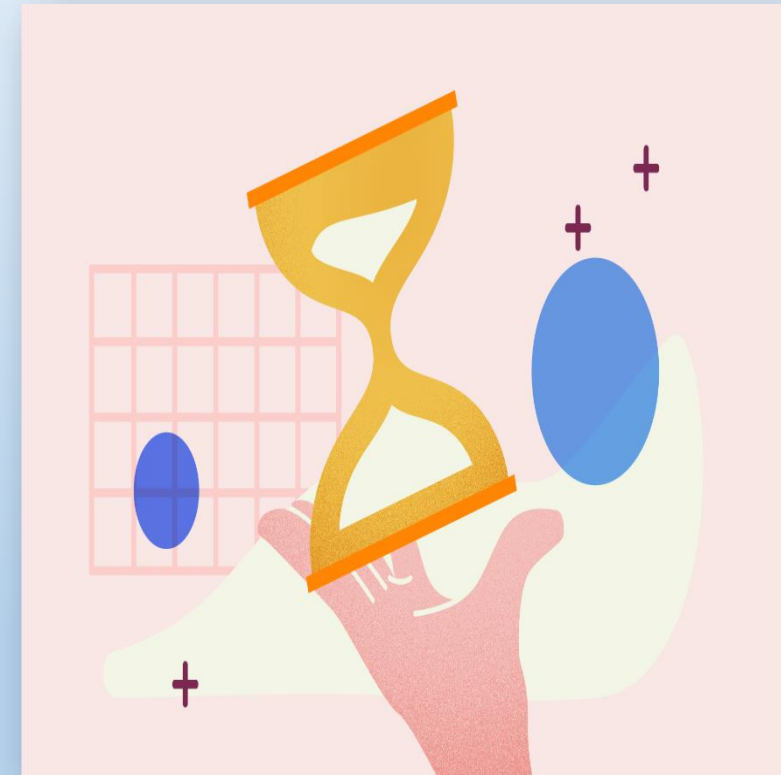
The main body

- I have outlined my strengths, weaknesses, opportunities and threats herein based on my current situation.
- By using SWOT analysis I am reflecting on the skills that are required for being an efficient bank manager.

<i>Strengths</i>	<i>Weaknesses</i>
• Communication skills • Team working skills	• Conflict resolution skills • Problem-solving skills
<i>Opportunities</i>	<i>Threats</i>
• Critical thinking skills • Problem-solving skills	• Time management skills • Leadership skills

CONTD....

- To improve my conflict resolution skills I need to avoid, defeat, compromise, accommodate and collaborate with all (Katz *et al.*, 2020).
- In the future when I will be designated as a manager in the banking sector, my inability to solve a problem of managing a conflict situation can negatively affect my career.
- Looking at my opportunities it can be seen that I have mentioned **critical thinking skills and problem-solving skills**.
- My weak time management skills will create problems for my career in terms of missing project deadlines and creating work stress.



Time management tools

- Four key time management skills that I want to use for my career improvement are **note-taking software, a time tracker, a proper time schedule and specialised time management apps.**
- For example, with the help of note-taking software, I will note all my important daily tasks based on their importance.
- A time tracker will help me to accomplish every task by maintaining a specific time that I will make through the time schedule planning.

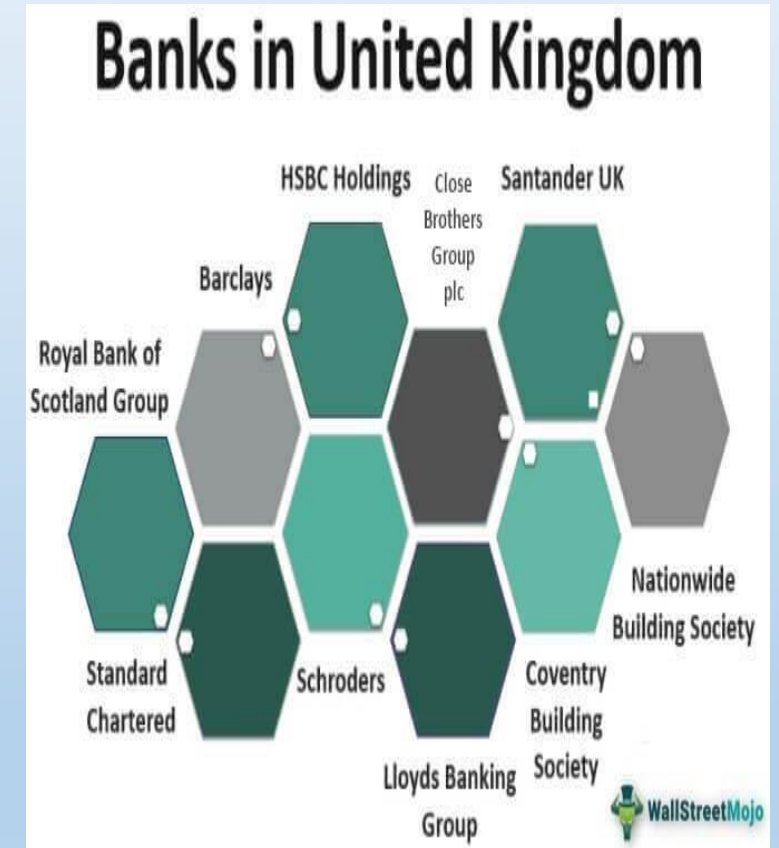


PDP

Skills	Action	Sources	Time bound
Problem-solving skills	By building up my own understanding and developing new problem-solving techniques	Teachers and peers supports, computers	3 months
Time management skills	Using time management tools like note taking software, time tracker and specialised time management apps.	Time management apps note taking apps and time tracker	6 months
Conflict resolution skills	By taking responsibility for a team and implementing brainstorming solutions.	Team members and teachers support	4 months
Leadership skills	By taking the responsibility of managing a team and encouraging others to do work efficiently.	Development of situational awareness and practising discipline	7 months

Understanding of the world of work in the chosen sector

- There are almost 1.1 million people employed in this particular sector according to the data for 2021 (Statista, 2022).
- The UK's banking sector mainly consists of some private banks, international banks and building societies.
- The areas of accounting and finance where an individual can work are ***accounting, banking and finance, insurance, financial planning, investment and pensions and tax departments*** (Prospects, 2022).



Conclusion

- After the completion of this assignment I understood that it is not easy to get a better job in the banking sector, especially as a manager.
- I have demonstrated a PDP plan to improve these particular areas.



Reference List

- Statista, 2022. *UK: financial services employment 2021* | Statista. [online] Statista. Available at: <<https://www.statista.com/statistics/298370/uk-financial-sector-total-financial-services-employment/>> [Accessed 6 August 2022].
- Statista, 2022. *Number of banks in the UK 2021* | Statista. [online] Statista. Available at: <<https://www.statista.com/statistics/870166/number-of-banks-operating-in-the-uk-by-country-of-residence/>> [Accessed 6 August 2022].
- Prospects, 2022. *Overview of the UK's financial sector* | Prospects.ac.uk. [online] Prospects.ac.uk. Available at: <<https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors/accountancy-banking-and-finance/overview-of-the-uks-financial-sector>> [Accessed 6 August 2022].
- McGunagle, D. and Zizka, L., 2020. Employability skills for 21st-century STEM students: the employers' perspective. *Higher education, skills and work-based learning*.
- Moghtader, H. and Aziz, R.G.G., 2019. THE RELATIONSHIP BETWEEN COMMUNICATION SKILLS AND MANAGERS' THINKING STYLE FUNCTIONS WITH THE JOB PERFORMANCE OF ELEMENTARY SCHOOL TEACHERS IN URMIA, IRAN IN THE ACADEMIC YEAR 2018-2019. *European Journal of Education Studies*.
- Giudici, M. and Filimonau, V., 2019. Exploring the linkages between managerial leadership, communication and teamwork in successful event delivery. *Tourism management perspectives*, 32, p.100558.
- Tayaborworn, K. and Suksakulchai, S., 2022. A PILOT STUDY OF CAREER MATURITY, PROBLEM SOLVING, AND MANAGERIAL SKILLS OF UNDERGRADUATE STUDENTS IN DIFFERENCE CONTEXTS: Received: 25th May 2022; Revised: 17th June 2022, 27th June 2022; Accepted: 27th June 2022. *Docens Series in Education*, pp.37-52.
- Katz, N.H., Lawyer, J.W., Sosa, K.J., Sweedler, M. and Tokar, P., 2020. *Communication and conflict resolution skills*. Kendall Hunt Publishing.
- Irafahmi, D.T., Nuris, D.M.R., Zahroh, F. and Nagari, P.M., 2018. Critical thinking in accounting textbooks. *Journal of Education and Learning (EduLearn)*, 12(1), pp.21-29.
- Abbasi, F.K., Ali, A. and Bibi, N., 2018. Analysis of skill gap for business graduates: managerial perspective from banking industry. *Education+ Training*.
- Hu, K., Dong, Z. and Wah, K., 2020. Relationship between psychological health, time management and burnout of financial enterprise managers. *Revista Argentina de Clínica Psicológica*, 29(1), p.683.
- Desrochers, B., Tuson, E. and Magee, J., 2019, October. Evaluation of Why Individuals with ADHD Struggle to Find Effective Digital Time Management Tools. In *The 21st International ACM SIGACCESS Conference on Computers and Accessibility* (pp. 603-605).
- Ismail, N. and Ariff Khalid, M.K., 2020. The relationship between cumulative grade point average achievement and time management skills among students at higher learning institution. *Journal of Creative Practices in Language Learning and Teaching (CPLT)*, 8(1).

*Thank
you*

