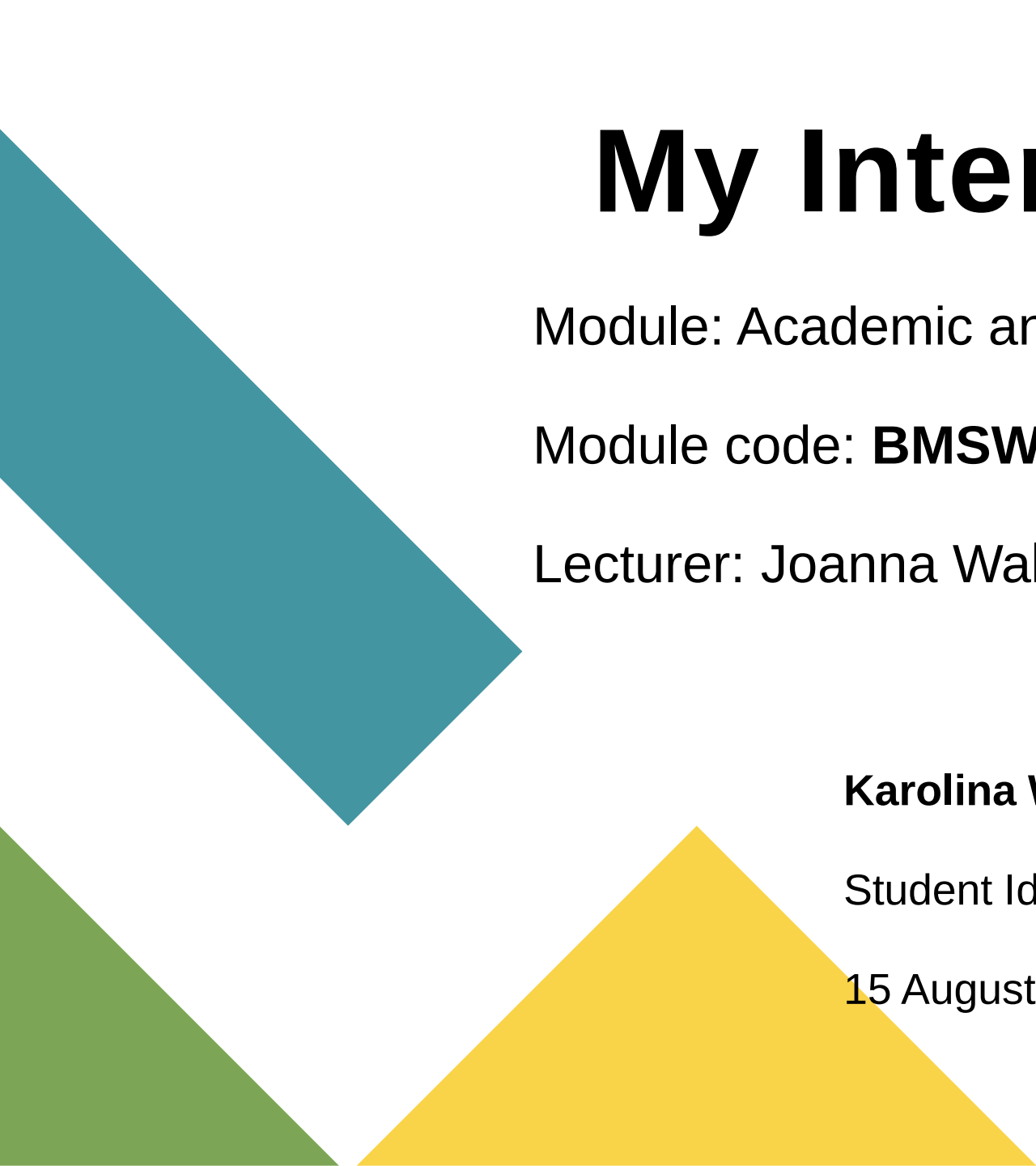




My Intended career

Module: Academic and Employability Skills

Module code: **BMSW4001**

Lecturer: Joanna Walsh

Karolina Weronika Adamczuk

Student Id: **2030505**

15 August 2021

Who I am now?

- Supervisor and a coffee barista at coffee shop

Who would I like to become?

- Retail Manager at coffee shop

My Personal Development Plan

	Next 6-12 Months	Next 12-18 Months	Over 18 Months
Goals	• Finish the course CertHE Skills for the workplace. • Begin manager training offered in the company.	• Start an apprenticeship.	• Apply for a job as a retail manager.
Skills and Knowledge	• Human Resources. • Finance and analysis. • Marketing and promotion.	• recruitment and training. • Budget, costs, stock, administration tasks. • Marketing campaigns.	• Prepare a portfolio.
Steps	• Complete all university assignments. • A company training scheme and an apprenticeship.	• using learnt skills during daily tasks	• Prepare accurate curriculum Vitae, cover letter, personal SWOT analysis.
Resources	• Free time to study. • Funds. • Better organized daily routine.	• Support from senior management. • Funds. • Better organized daily routine.	• Free time to write the documents and looking for a job.

Personal SWOT analysis

Strengths

- Knowledge about coffee shop, hospitality environment
- Courses at work e.g., Health and Safety
- IT literacy
- Personal qualities: organized, teamwork, analytical skills,

Weaknesses

- MS Excel skills, need to be improve
- Finance management
- Human Resources management
- Hesitating when making decisions
- Procrastinations

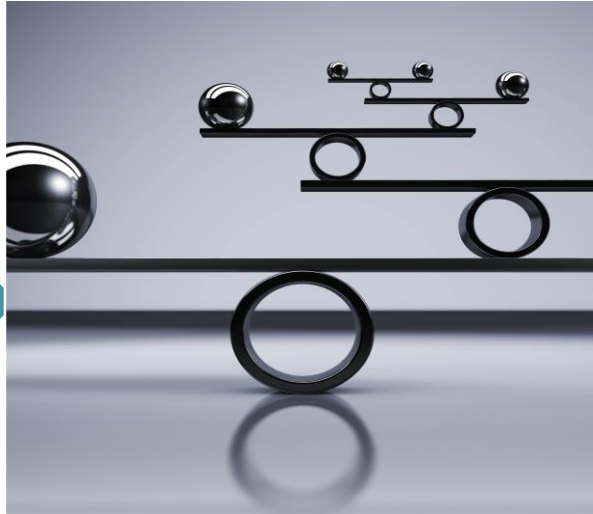
Opportunities

- Possibility to get job as a manager in hospitality area
- Gaining new knowledge, can be used in any workplace
- Making a new network connections

Threats

- Possibility to not finish the started trainings
- Limited positions in the field of interest
- Long training period. Tiredness.
- Not enough extra free time.

Time Management



Review:

- how much time do I spend on everyday activity?
- my priorities
- my use of free time after work
- Make:
 - a general plan for upcoming months
 - a detailed plan for each week
- Monitoring the progress and results.



Conclusion

Useful tools and techniques:

- Planning
- Organizing
- Managing
- Analyzing and critical thinking

All learnt methods useful in the future.

References

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Thank you

for your attention!

