



Business manager

- **Module: Academic and Employability Skills
BMSW4001**
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What are Academic and Employability Skills?

The Academic and Employability Skills are talents or habits accumulated over the years practicing at work and studying.

These talents are beneficial for academic pursuits such as:

- Research;
- Individual or group presentations;
- Report writing.

Examples of Academic and Employability Skills

Academic and Employability Skills include:

- Adaptability;
- Problem solving;
- Critical thinking;
- Creativity;
- Responsibility;
- Oral and written communications;
- Teamwork;
- Professionalism.





Why does students need Academic and Employability Skills?

The students needs to learn how to use Academic and Employability Skills because this is what the employers are looking for and the skills are needed in every job such as: problems solving, conflict resolution, communication, responsibility and teamwork.

Every student have to know how to conduct themselves, to accept the critics and the workplace etiquette to be ready for a career.

My intended career - Business Manager

The description and the role of a Business Manager

- A Business Manager is that employee who have the responsibility to supervise, develop and organise a company.
- Business managers are responsible to make the company become more successful, provide the high-quality customer services and increase profit.



Skills needed as a Business Manager

- Responsibility;
- The ability to communicate effectively;
- Leadership;
- Negotiation;
- Problem solving;
- Ability to motivate the staff;
- Professionalism.



Personal SWOT Analysis

Strengths ▪ Ambitious; ▪ Hard worker.	Weaknesses ▪ Language; ▪ Confidence.
Opportunities ▪ New skills; ▪ Business Director.	Threats ▪ Time; ▪ Better trained employees.

Personal Development Plan

What are my big goals?	Skills needed for my goals	Skills I need to improve	Which goals need to happen first?	Where can I go for support?	How long will it take to achieve my goals?
Becoming a Business Director; Opening my own business.	Comunication; Problem solving; Teamwork.	Comunication; Problem solving.	Complete the Level 4 Skills for the Workplace	Lecturers or colleagues .	4-5 years.



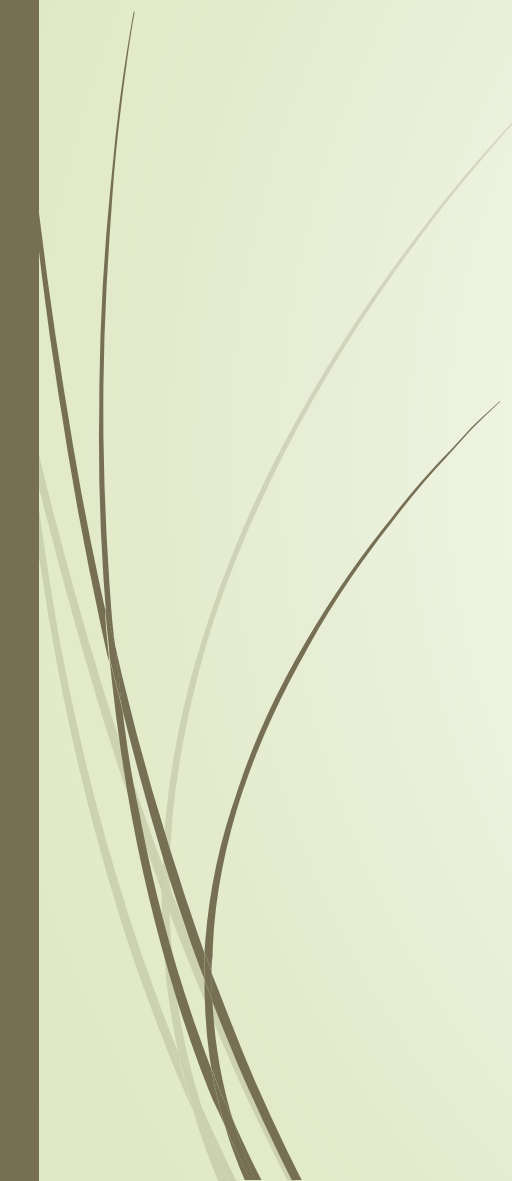
Conclusion

The Academic and Employability Skills are needed for every Business Manager who wants to be successful and to evolve the career.

To work as a Business Manager is serious and need total dedication.



References



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