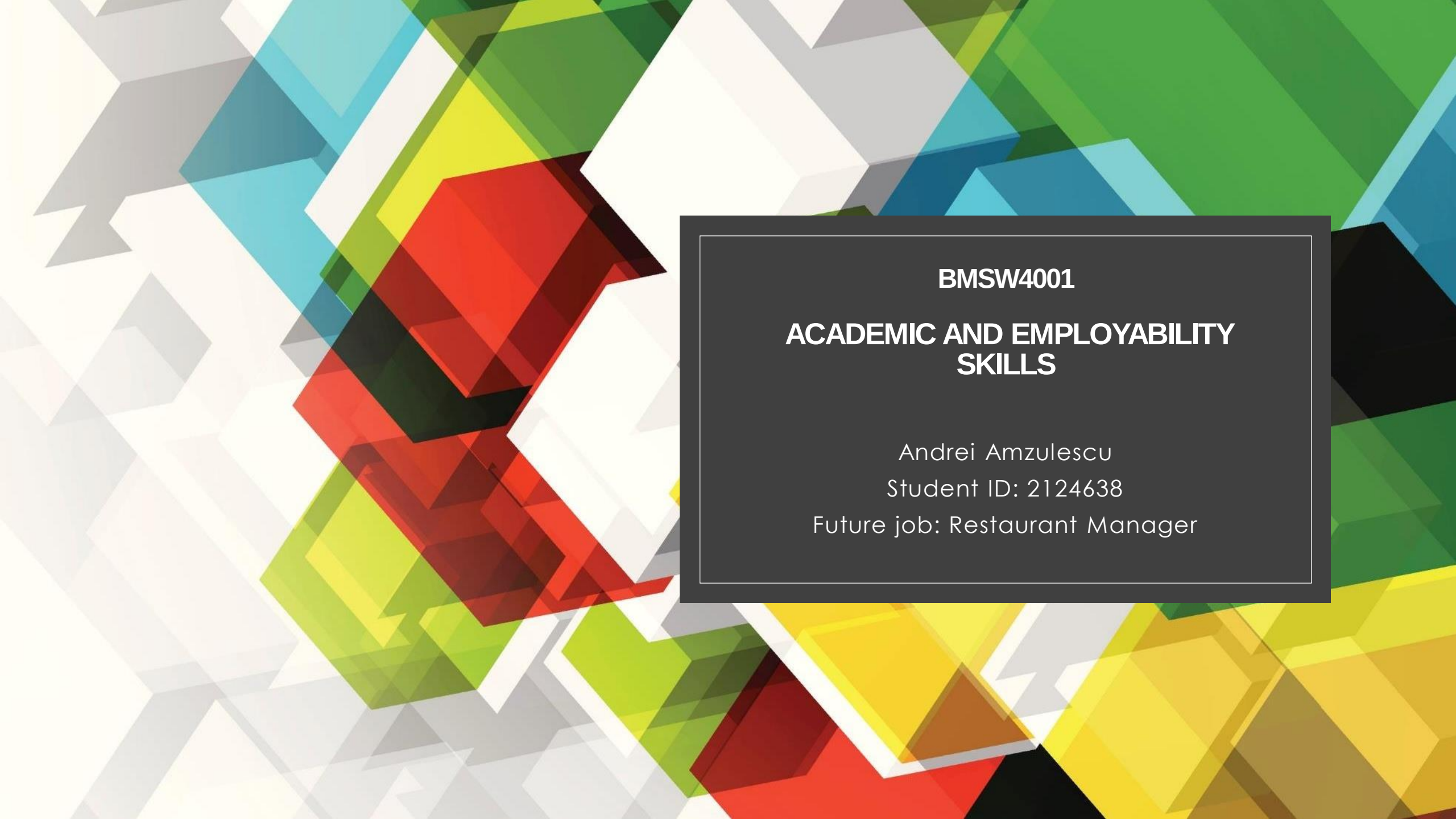




BMSW4001

**ACADEMIC AND EMPLOYABILITY
SKILLS**

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Future job: Restaurant Manager

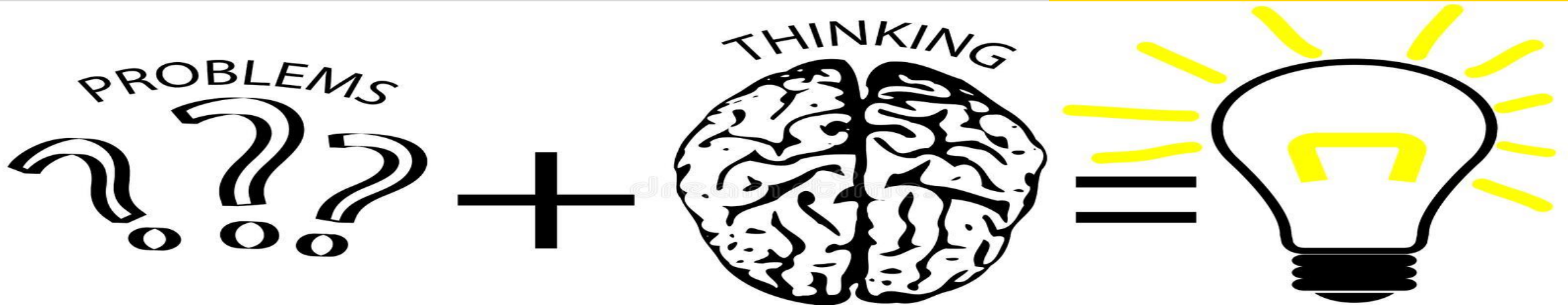
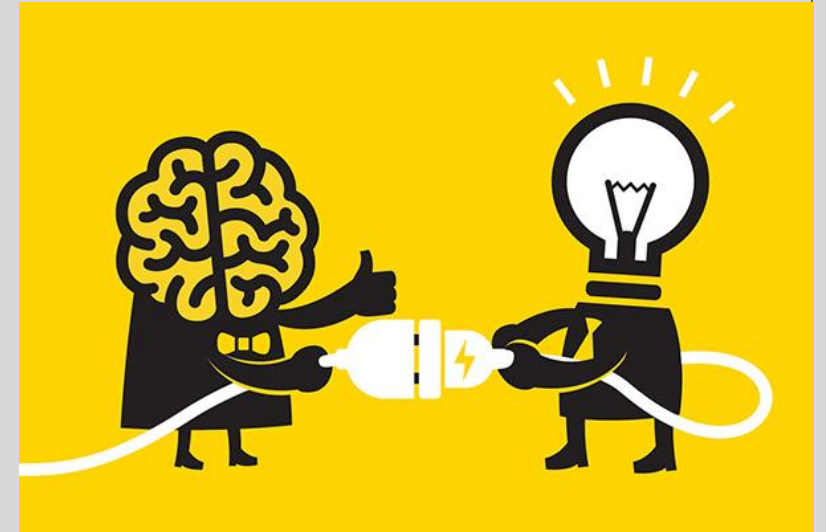
Agenda of Discussion

- **Slide 3: Introduction**
- **Slide 4: Relevant skill for restaurant Management**
- **Slide 5: SWOT Model**
- **Slide 6: Time Management skill development**
- **Slide 7: PDP Plan**
- **Slide 8: Conclusion**
- **Slide 10: Reference list**
- **Slide 11: Thank you slide**



Introduction

- *Personal skill assessment will be identified*
- *Evaluation of the current personal skills will be assessed*
- *Compare the skills of a restaurant manager with current standings*
- *Skill development tools and models will be applied*
- *Employability skills will be judged*



Relevant skill for Restaurant Managers

- *Skills required for restaurant manager will be discussed*
- *Effective communication skills with other individuals are important*
- *Team working is another skill for the post of restaurant manager*
- *Time management and organizing skill is another quality of the post*
- *Critical thinking, problem-solving and industry awareness are critical*
- *Maintenance of effective relations with consumers is also necessary for the post*



SWOT Model

Strengths	Weaknesses
•Communication skill is one of my strengths and I have a keen interest to break effective communication with new people. It also helps to understand the likings and dislikes of those individuals. •Critical thinking is another skill that I can count as my strength. It further helps me to understand a problem from a different perspective. It also encourages curiosity and that, in turn, enables me to research any new topic. •Organising skill is the quality that further helps me in my studies and other academic endeavours. It further allows me to understand and plan my studies. It also helps me in managing my growth in the academic and professional sectors. •Record keeping is another skill that I want to mention here. It helps me with the note-taking exercises in the academic field. The practice also helps me to note all the minute details regarding the process. It will also help me in my professional arena. As the restaurant manager, the practice can further help me in recording all the small changes in the organisation.	•Team working skills are one of the weaknesses that can jeopardise the professional practices and manage the workforce. It will further witness dissatisfaction among the staff members which ultimately limits the organisational performance. •Problem-solving skill is another area where I lag behind the industry level. I have a certain level of critical thinking about any problem to understand the severity of the same from all directions. Although I have limited expertise in finding the appropriate solutions. •I think I have limited time management skills and it further creates several issues in the professional arena. Time management skill development is necessary for me to complete any assignment at the stipulated time duration. •Creating strategies to maintain a long-term relationship with people is another area that challenges me in my professional background. It further limits my ability to gain the confidence of the consumers as the restaurant managers. I need to understand how to improve the same.
Opportunities	Threats
•I have a keen interest in knowing any new topic irrespective of the subject. I like to research several external academic journals and books to know about a particular topic. The research skill in my personal qualities will further help me in understanding the industry position at a given point in time. •I like to read about the new innovations in the industry and try to understand how the new invention can disrupt the usual process of industry workings. The practice also helps me in the professional arena to understand the position of the industry rivals.	•I am not at all good at multitasking and face issues at a time when I need to work on several topics at the same time. It further limits my professional capabilities and reduces the probability of employment in the desired role. •I lack empathy and further lack the listening skills. It limits my employability in the professional arena. Due to the lack of empathy and limited listening power as well as lack of attentiveness further limits my employability in the service sector.

Time Management skill development

	A	B	C	D	E	F	G	H	I	J	K
1		ACTIVITY DESCRIPTION	TIME IN MINUTES							WEEKLY TOTALS IN MINS	WEEKLY TOTALS IN HRS
2			Su	M	T	W	R	F	Sa		
3		Communicare with consumers	150	120	120	20	120	120	150	800	13
4		Team meeting with staff members	30	40	40	40	40	40	30	260	4
5		Research for the new technologies	20	60	60	60	60	30	20	310	5
6		Meeting with staekholders	15	30	30	30	30	15	15	165	3
7		Reading regarding new technolies	60	120	120	120	120	120	60	720	12
8		Resolving the organisational issues	10	20	20	20	20	20	10	120	2
9		Improve the listening skill	20	20	20	20	20	20	20	140	2
10		Social media serches for job seekers	15	15	15	15	15	15	15	105	2
11		GRAND TOTALS	320	425	425	325	425	380	320	2620	44
12											



PDP Plan

<i>Specifications</i>	<i>Measurable</i>	<i>Achievable</i>	<i>Relevant</i>	<i>Time Bound</i>
Listening power	When I can understand the points raised by other people better. I can also measure my skill by evaluating my ability to decide any situation from the perspective of others and analyse the matter with empathy.	I need to read several books and journals related to the topic and identify the ideal stages of improving the listening power. Furthermore, I need to analyse the matter by watching YouTube videos and other online courses related to the topic.	It is a very important skill in terms of understanding the perspective of other people. It will furthermore enhance the chance of making good relations with the staff members and consumers from the point of the professional arena.	It needed to be achieved within 3 months
Multitasking skill	In the time when I can understand that I have enough ability to manage several tasks at the same time.	I need to maintain a time management diary to plan and strategies the tasks. The effective usage of the templates and maintenance of the diary can further help me manage multiple tasks at the same time.	Multitasking is the process that helps the individuals and the management to effectively manage the workloads. It also improves organisational productivity.	The skill needed to be improved by 15 months
Team working skill	When I can understand that I can tally my skills and qualities with my other teammates. It further helps me to manage the workloads strategically. It also helps me as the manager of a restaurant to monitor the productivity of the team as a whole.	I need to use my efficient communication skills to understand the issues of my staff members and my teammates. It will also provide me with an opportunity to improve the operations of the company.	It is one of the noted skills in order to maintain the interdependencies among the staff members.	It needed to be improved within 6 months

Conclusion

- *Skills related to the improvement of employability have been noted*
- *Time management tools have been applied*
- *A SWOT model has been applied here so that the strengths and weaknesses can be identified*
- *Through the usage of the PDP plan an action plan has been applied*



Conclusion 

Reference list

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Thank you 😊

