

Academic and Employability Skills

Module Code: BMSW4001

Student Name: Magdalena Konopka

UWTSD ID: 2022639

Lectuer name : Timothy Hopkins

Introduction

- The ability of working is not same for all the people which varies person to person. Company recruit employees based on their requirements that need to have for employees. For achieving certain goals and objectives organization focus on skill of employees.



Chosen sector:

- As I am a student of business background student and I have good knowledge about business and account as well as management sector knowledge. My chosen sector is **manager of a multinational company**. The manager of an organization needs to have leadership and management skill, motivation skills, presentation skills - which also needed in academic life.

My findings from SWOT analysis stimulate to become a manager and its also includes in my professional development plan. The presentation comprises sources that show the steps I should to follow in my desired career.

SWOT analysis

Strengths

- Low Salary and Benefits overhead
- Quick to respond to market changes
- Light weight and flat hierarchy resulting quicker decision making

Weaknesses

- Existing workload too high
- No previous project planning experiences
- Missing expertise in some areas

Opportunities

- Need to increase market share
- Could convert existing products for new markets

Threats

- Business partners has little loyalty
- Larger competitors get majority of market share and more famous brand name
- Cost of technology investment

Academic employability skills:



- ▶ **Management skill:** as I want to be a manager of a multinational company so firstly, I need to have management skill which is the key skills that need to have for a manager.
- ▶ **Leadership skill:** a manager also needs to have leadership skill because a manager is leader as well as manager (Avgoustaki, 2015).
- ▶ **Creativity:** being creative in thinking and working make a manager effective in his personal and professional life.

- ▶ **Communication skill:** in an organization, many employees work under the direction of manager, even, a manager is engaged with stakeholders and customers that need to deal with good manner (Khodr, 2014).
- ▶ **Presentation skill:** presentation is presenting any certain project, tasks, program toward employees, stakeholder and customers in good manner.
- ▶ **Group work:** It is core responsibility to manager that he manages his group in an organization so that he can make them effective in their work (Flynn, 2013).



- 
- ▶ **Motivating skill:** Motivation is likely to convince employees and stakeholder to their tasks properly and follow the instructions of manager in order to achieve targeted goals and objective (Flynn, 2013).
 - ▶ **Writing and speaking skill:** These skills are the part of communication skill but it requires more attention because a manager has to write reports, planning and express these to his shareholders and employees.

- ▶ **Problem solving skill:** A manager is a leading position in a multinational organization where a manager has to face various types of problems that need to solve effectively.
- ▶ **Knowledge about IT:** Nowadays, multinational companies are using internet and technology in every sector of their company.
- ▶ **Policy making skill:** policy is a set of instructions and rules that make in order to achieve company's goals and objectives, ensure better service and outcome (Phifer, 2009).

Conclusion:

- ▶ There have good processes and systematic ways of learning any skills that make effective and easier to learn that skills. To achieve above mention skills regarding good manager I have analysis my own SWAT analysis and make professional development plan considering a time frame and action of plan.

References:

- ▶ Avgoustaki, A., 2015. The Impact of On-the-Job Training on Firm Productivity: Employee Skill and Motivation Concerns. Academy of Management Proceedings, 2015(1), p.12671.
- ▶ K., 2016. MANAGERIAL SKILL IN IMPROVING THE EXCELLENCE OF LEARNING. Edusentris, 3(1), p.57.
- ▶ Flynn, M., 2013. Lifeguard employability skills. [Long Beach, California]: California State University, Long Beach.
- ▶ Khodr, H., 2014. A Preliminary Comparative Study of Policy Making in Two GCC Countries-Qatar and Kuwait: Processes, Politics, and Participants. Politics & Policy, 42(2), pp.271-310.
- ▶ Phifer, P., 2009. College majors & careers. New York NY: Ferguson.