



EMPLOYABILITY SKILLS

THAT MAKE YOU
ATTRACTIVE



**BMSW4001 - ACADEMIC AND EMPLOYABILITY
SKILLS (REWORK)
UNIVERSITY OF WALES TRINITY SAINT DAVID
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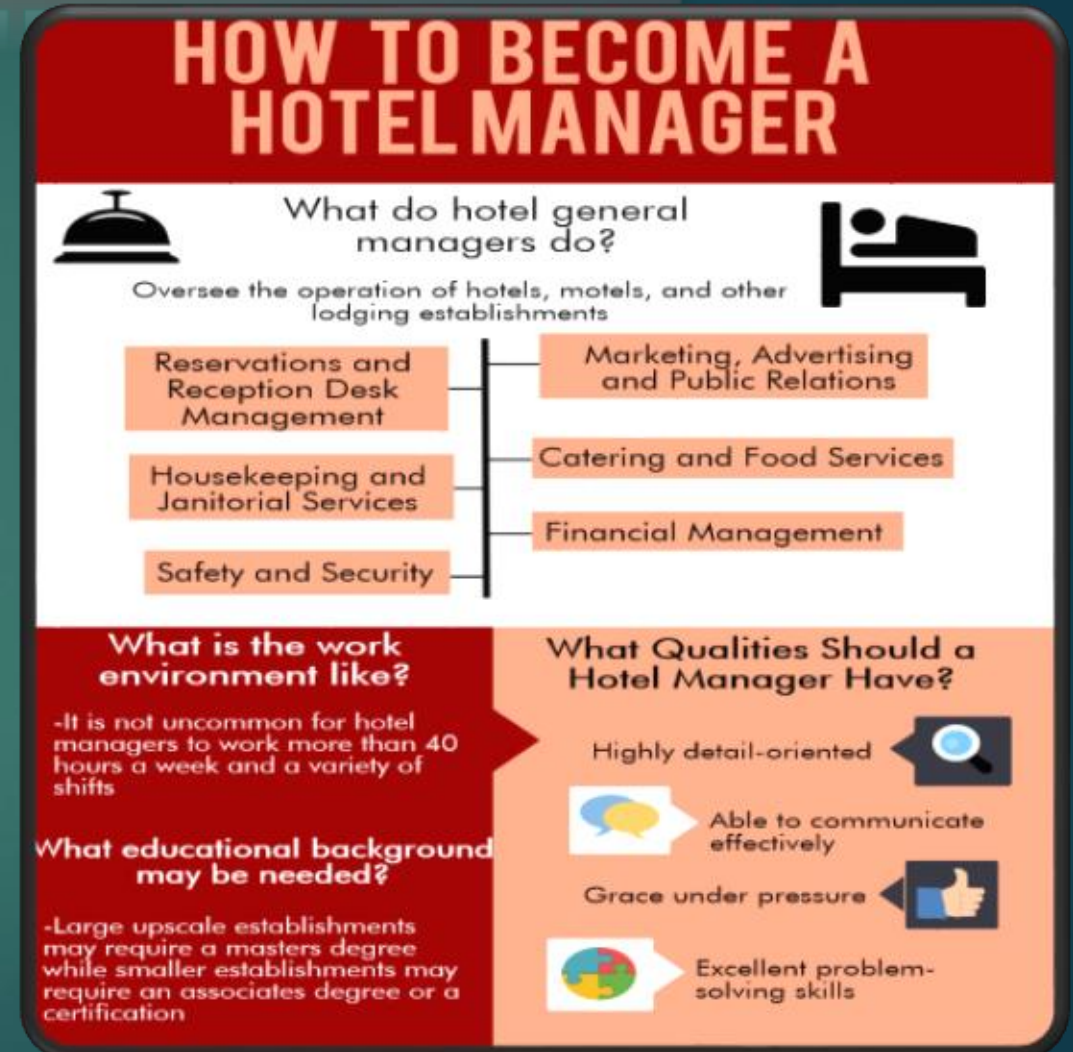
INTRODUCTION

- ▶ Employability Skills are denoted as the transferable assistances desirable by persons to make them 'employable'.
- ▶ Literally with decent technical empathy and understanding of the subject, businesses at times plan a set of abilities that they desire from staff.
- ▶ Hence, having outstanding communication abilities helps the individuals to be further employable as they can improve the output of the firm and competence and at the same time support to prevent the waste of valued time and resources



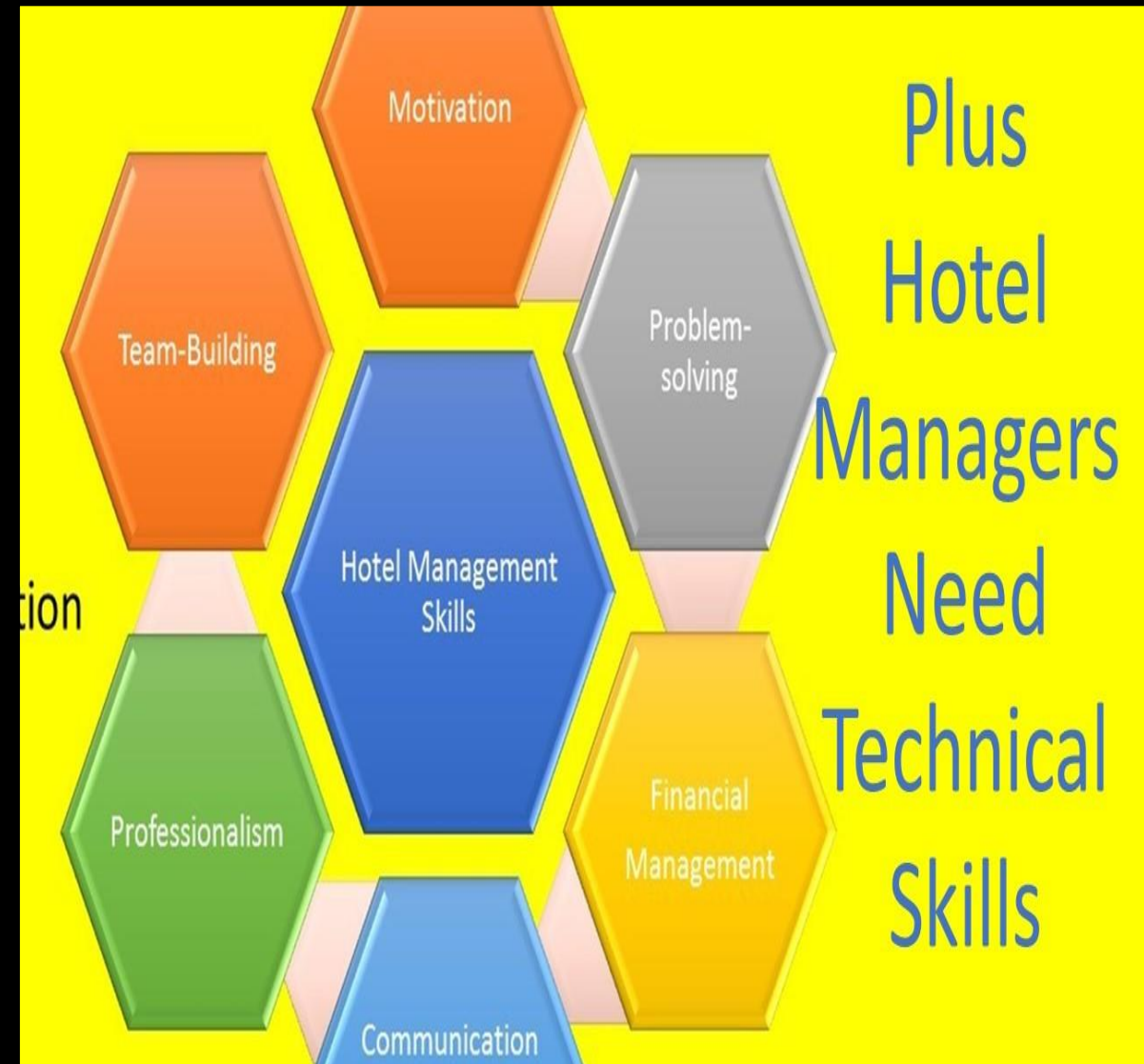
INDIVIDUAL SKILLS

- ▶ As a Hotel Manager in the hotel sector, there are some skills I have acquired.
- ▶ Hotel Managers are accountable for maintaining the well being and safety of the visitors and guests and help to stay up to date (ESP, 2022).



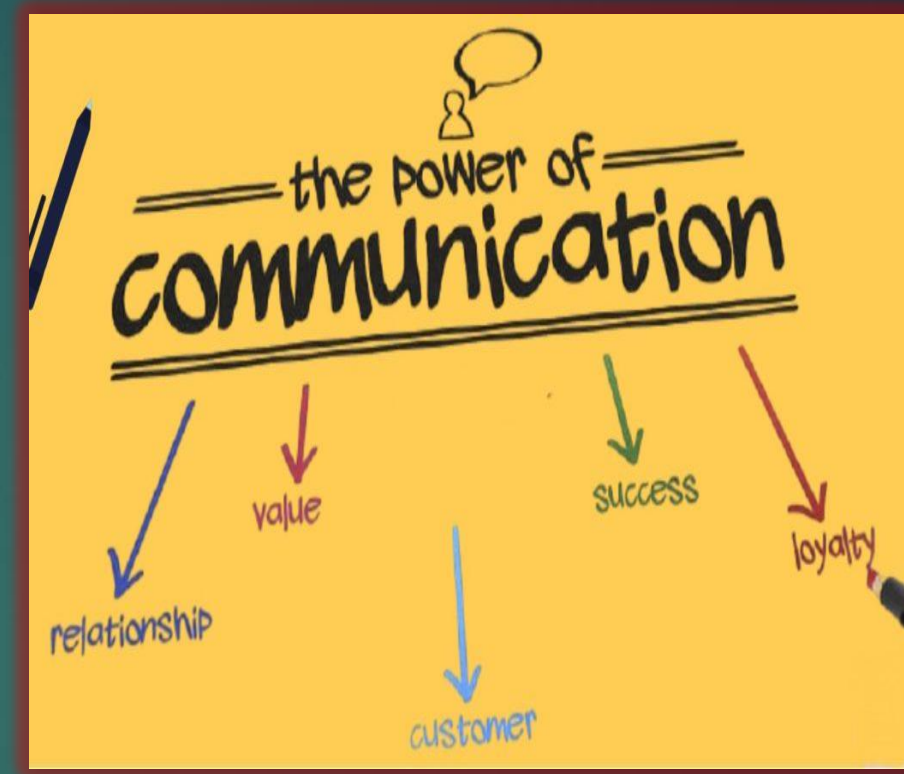
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- ▶ As a hotel manager, my skills assisted me to drive the pursuit of high on-target pays or OTE and presentation connected bonuses.
- ▶ Besides, I think that while working within the hotel, I have outstanding interaction and interpersonal abilities, negotiation and sales ability, tenacity, and originality.



SKILLS I REQUIRE TO IMPROVE

- ▶ In order to be successful in my hotel manager career in the retail sector, I need to improve the following skills:
- ▶ **Construct a good connection:** As a hotel manager, interaction is the main significant aspect or skill required by individuals. Constructing and upholding long permanent relations is an enormous share of a manager's everyday responsibilities (Rutherford, 2021). Hence, having understanding and consideration shall help me to display that I ponder my customer's and applicants' wants, which shall support me to gain their faith.



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- ▶ **Have self-motivation**: It is significant for my achievement as a hotel manager in a renowned hotel to prove the correct standard of self-confidence. This shall recover the manner my colleagues give importance to my thoughts and philosophies shall additionally probable be taken into deliberation. Moreover, having confidence shall also help me in gaining knowledge and experience.



UNDERSTANDING OF THE FIELD (HOTEL MANAGER)

- ▶ A hotel manager oversees all operations and everyday actions in a hotel company. They take on a range of obligations like managing everything from sales, accounting, business growth, and client service
- ▶ **Experiences and training are obligatory:** There are ways into the occupation for graduates. For graduates, a degree in any discipline is satisfactory for admission into the occupation. Nonetheless, a requirement in a pertinent topic like hotel management, marketing, human resources, psychology, business and others might be beneficial.



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Responsibilities

The responsibilities of the hotel manager are enunciated as under:

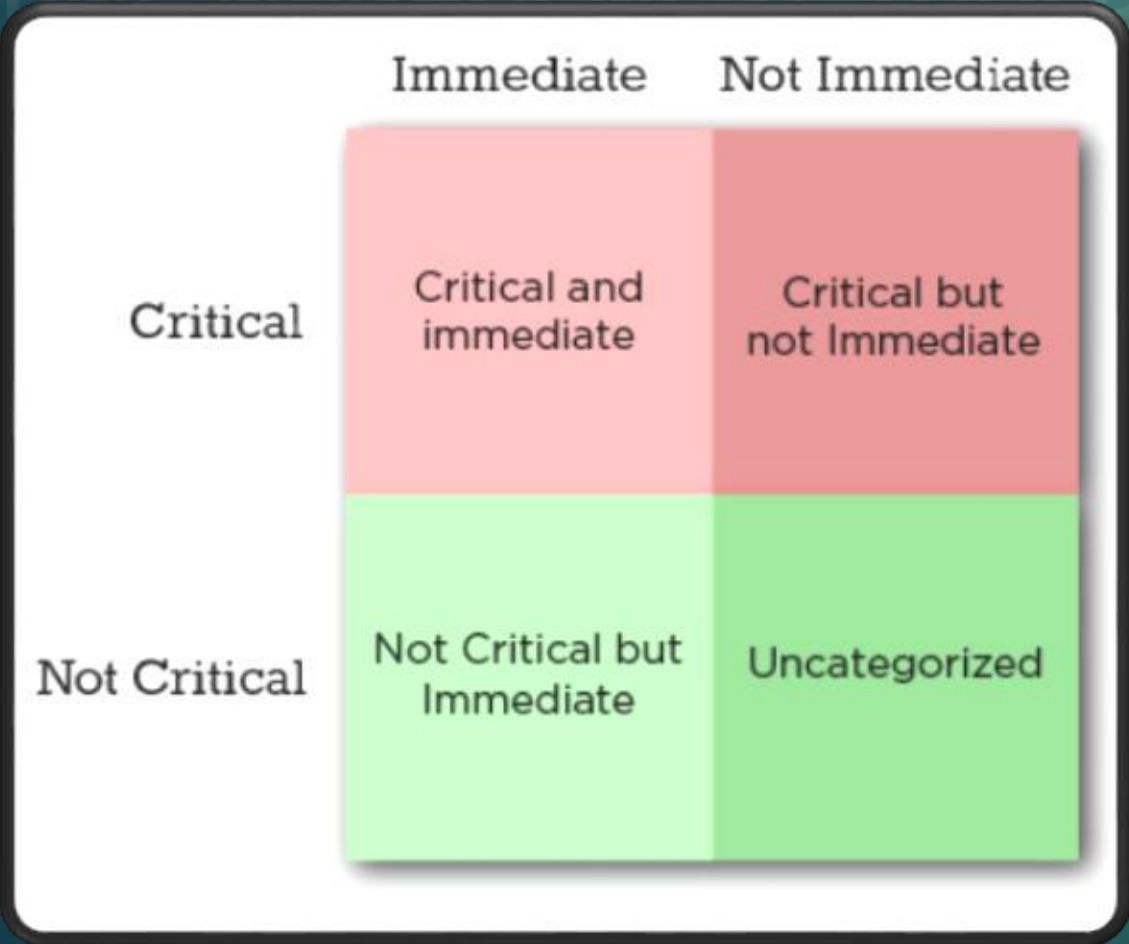
- ▶ As a hotel manager, I require to organise and plan the lodgings and other hotel facilities
- ▶ The hotel manager is required to promote and market the business and administer budgets and monetary plans and manage the outflow
- ▶ The hotel manager is required to administer monetary and statistical records and hire, train and monitor workers.
- ▶ The work of the hotel manager is to plan the job schedule for groups and individuals. They have the role to deal with the complaints of the customers and comments. They also require safeguarding that meetings and events are run easily.
- ▶ The hotel manager requires supervising and renovating and furnishing and dealing with suppliers and contractors

SWOT ANALYSIS

Strengths • I have good communication and organisational skills • I am good at self-management within my workplace and can manage my time easily with missing deadlines. • I have good technology skills and are of software that are needed while working within workspace. • My communication is outstanding within the workplace which aids me to inspire others and work or perform as a team.	Weaknesses • Absence of my experience within the work area • I am not able to chose the language that is appropriate for my colleagues or in presentation.
Opportunities • I have the idea of introducing network strategic contacts which shall provide me better advice and prove an opportunity for me.	Threats • Changing work environment may confuse me • I require to have schedule time table to make the work properly on time.



TIME MANAGEMENT TOOLS:THE EISENHOWER METHOD



	URGENT	NOT URGENT
IMPORTANT	• Project meetings • Deadline projects or tasks	• Working for aims • Strategic planning
NOT IMPORTANT	• Interruptions • Busy works • Reports	• Advertising via social media • Unnecessary e-mails

PDP (PERSONAL DEVELOPMENT PLAN)

To be developed	Expected aim	The action I will make	Achievement criteria	Application	Deadline
Public Speaking	Overcome anxiety	Train at workplace and graduation	Able to speak confidently Infront of colleagues	For reporting	19/4/2022
Job position	Recruitment manager	Enhance skills	Promote to recruitment manager	Credit, greater authority and role.	22/4/2022
Problem-solving skills	Overcome obstacles that prevent accomplishing goals	Understanding the issue and brainstorming	Follow up on the measures and implementation	Memory training	24/04/2022



REFERENCE LIST

- ▶ ESP, 2022. *Hotel managers* [online] Available at: <https://espmetalcrafts.com/blog/entry/8-skills-hotel-managers-should-have%C2%A0#:~:text=skills%20and%20flexibility-,Eight%20of%20the%20most%20crucial%20skills%20that%20every%20hotel%20manager,building%2C%20financial%20skills%20and%20flexibility.> [Accessed on 18th April 2022].
- ▶ Huda, M., Jasmi, K.A., Hehsan, A., Mustari, M.I., Shahrill, M., Basiron, B. and Gassama, S.K., 2017. Empowering children with adaptive technology skills: Careful engagement in the digital information age. *International Electronic Journal of Elementary Education*, 9(3), pp.693-708.

Thank You

