

How fear has changed the way I see things

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ACADEMIC AND EMPLOYABILITY SKILLS
BMSW4001
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LEARNING OBJECTIVES

1. What is the meaning of Academic and Employability skills
2. Time Management
3. Communication skills
4. SWOT Analysis
5. Personal development plan

INTRODUCTION

The purpose of this presentation is to transfer the information that I have been able to access through my research, and with my experience I hope to be able to convey that understanding and applying them can actually make your life easier.



MY CHOSEN PROFESSION

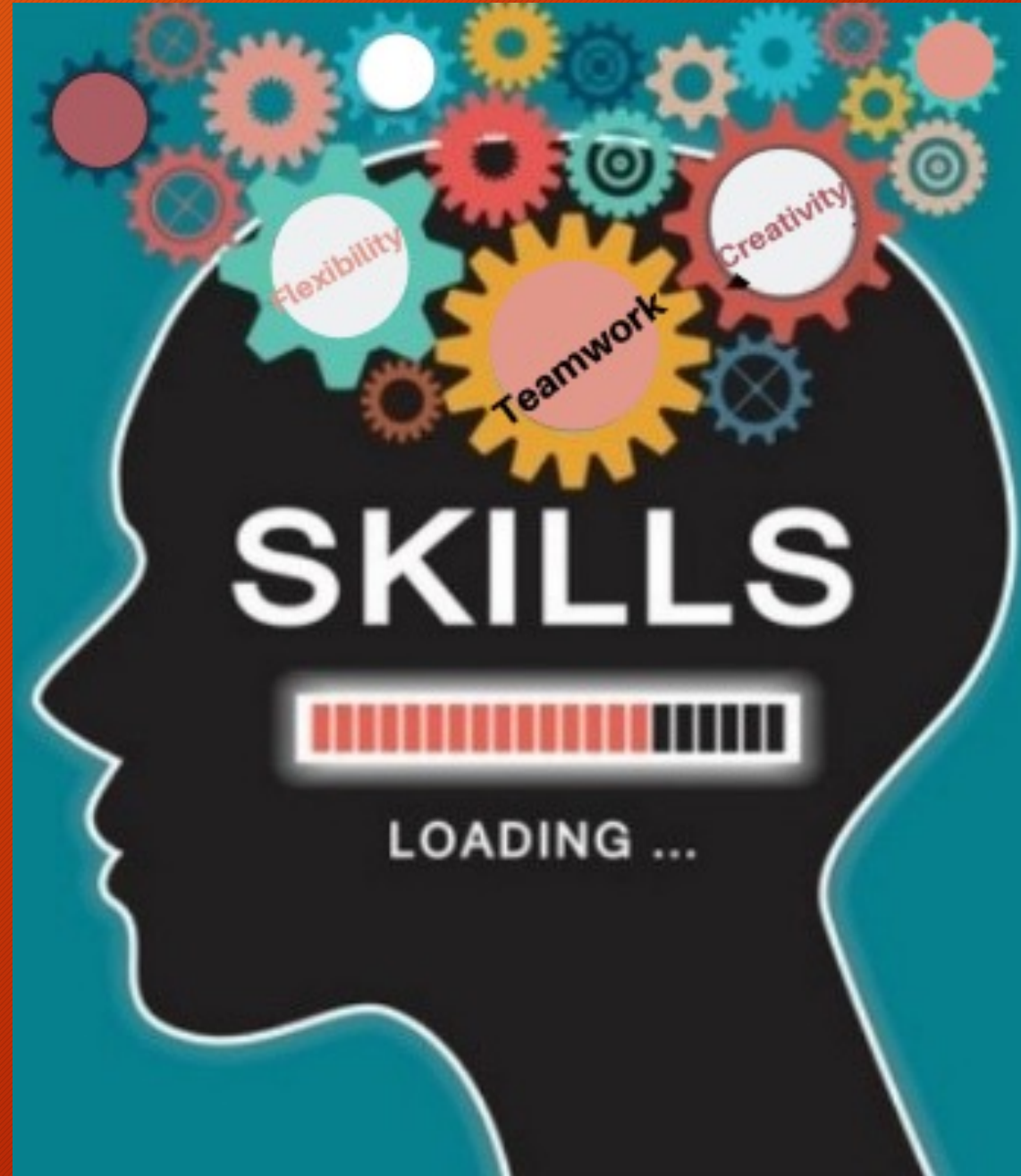
RESTAURANT MANAGER

Restaurant manager has the responsibility for the business performance quality standards and health and safety, and combine strategies for the good of the company and the staff



SKILLS REQUIRED

- Excellent communication skills
- Good understanding of operational and financial needs as well as experienced in guest profiling
- Negotiation skills
- Time management skills
- High level of both spoken and written English
- Improvisation techniques



Academic skills

Academic skills are a collection of study habits that help student learn and absorb information. Teachers often include them in their lessons in order for student to really master certain concepts, by doing that they actually guiding you to be carrer-ready.

ACADEMIC AND EMPLOYABILITY SKILLS

Employability skills

Employability skills are the core skills needed in nearly every job, that makes you desirable to an organization. Intangible skills that help you interact and get along well with others. These kind of skills are learned and can be defined, evaluated and measured.

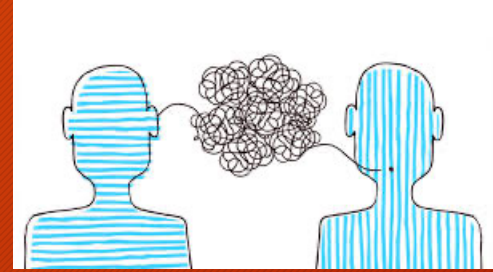
TIME MANAGEMENT

I have decided to take in consideration one of the skills which has given me more benefits so far. The time management which will give you the choice to manage activities at your own time and expediency. Increasing effectiveness, efficiency and productivity. Which will automatically affect your everyday life.



Skills to discuss

EXCELLENT COMMUNICATION SKILLS



Another skills that I want to discuss about is communication skills which probably is the skills that I have to work more on. Communication skills are a set of small rules that are in firstly needed to speak appropriately with a wide variety of people, present your ideas appropriately, write clearly and concisely.

The problem that I have to deal with more often is definitely listen effectively, because maybe I'm thinking of something else or I'm already thinking about what to answer

Skills to discuss

SKILLS COMPARATION

SKILLS REQUIRED

- Excellent communication skills
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- Time management skills
- High level of both spoken and written English
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SKILLS I HAVE

- Guest profiling
- Negotiation skills
- Time management skills
- Improvisation techniques

STRENGTHS

- Interact with people
- Team worker
- Team motivator
- Adaptability
- Guest profiling

OPPORTUNITIES

- Knowing how to approach people based on their profile
- Future in contact with public
- Do not need a break if there is not chance
- Being able to cover more position

WEAKNESSES

- Personal financial management
- Concentration
- Lack of education school
- Not fully exploit my abilities
- I do not always express myself in an appropriate way

THREATS

- Make mistake because not focus enough
- Failing to prioritize things
- Hypothetically replaceable
- Having to may gaps
- Financial problem
- Delivered or capture the wrong information

SWOT ANALYSIS

A SWOT Analysis is nothing more than bring up all your strengths and weaknesses. Once you have done that think about all the opportunities that might come on your way taking into consideration your strengths, now do the same with your weaknesses taking into consideration all the threats you are exposed to.

PERSONAL DEVELOPMENT PLAN

A personal development plan (PDP) is an individual self-reflection that will help you establish your aims, to work on your weaknesses and identify the need for improvement. It can be used either for a career or school development moving to a real personal growth plan.

1. Set yourself a realistic goals
2. Prioritise them in short-term or long-term
3. Set yourself deadlines for when you want to achieve them
4. Recognise threats and opportunities
5. Do not forget to take in consideration the potential obstacle you might face and how you will eventually overcome them
6. Time to time check how you are going
7. Be realistic and if u think there is something that can be changed do it before is to late
8. Do not forget to reward you every time you successfully reach your goals
9. And remember to punish yourself when for your negligence you end up by missing the deadline

10. REMEMBER

“Even if you don’t end up achieving all your goals, the effort alone could be enough to helping your career/life to the next level.”

SMART GOALS



SPECIFIC

State exactly what you want to accomplish.



MEASURABLE

Use smaller, mini-goals to measure progress.



ACHIEVABLE

Make your goal reasonable.



REALISTIC

Set a goal that is relevant to your life.



TIMELY

Give yourself time, but set a deadline.

CONCLUSION

I hope you have enjoyed this journey with me, and I conclude by saying that I do not know yet how I will make myself the ideal candidate. For the moment I can say that I am constantly working on my person and how I can efficiently improve myself day after day. I am convinced that everything will come by itself. As we have seen, everything can suddenly change so my advise is to work on who you are when no one is looking at you.



References

skills, C. and graduates, S., 2021. *Time management, prioritisation and organisation: being ahead of the game*. [online] TARGETjobs. Available at: <<https://targetjobs.co.uk/careers-advice/skills-and-competencies/300856-time-management-being-ahead-of-the-game>> [Accessed 16 April 2021].