

ACE Practical Portfolio

Career Presentation

Housekeeping Manager

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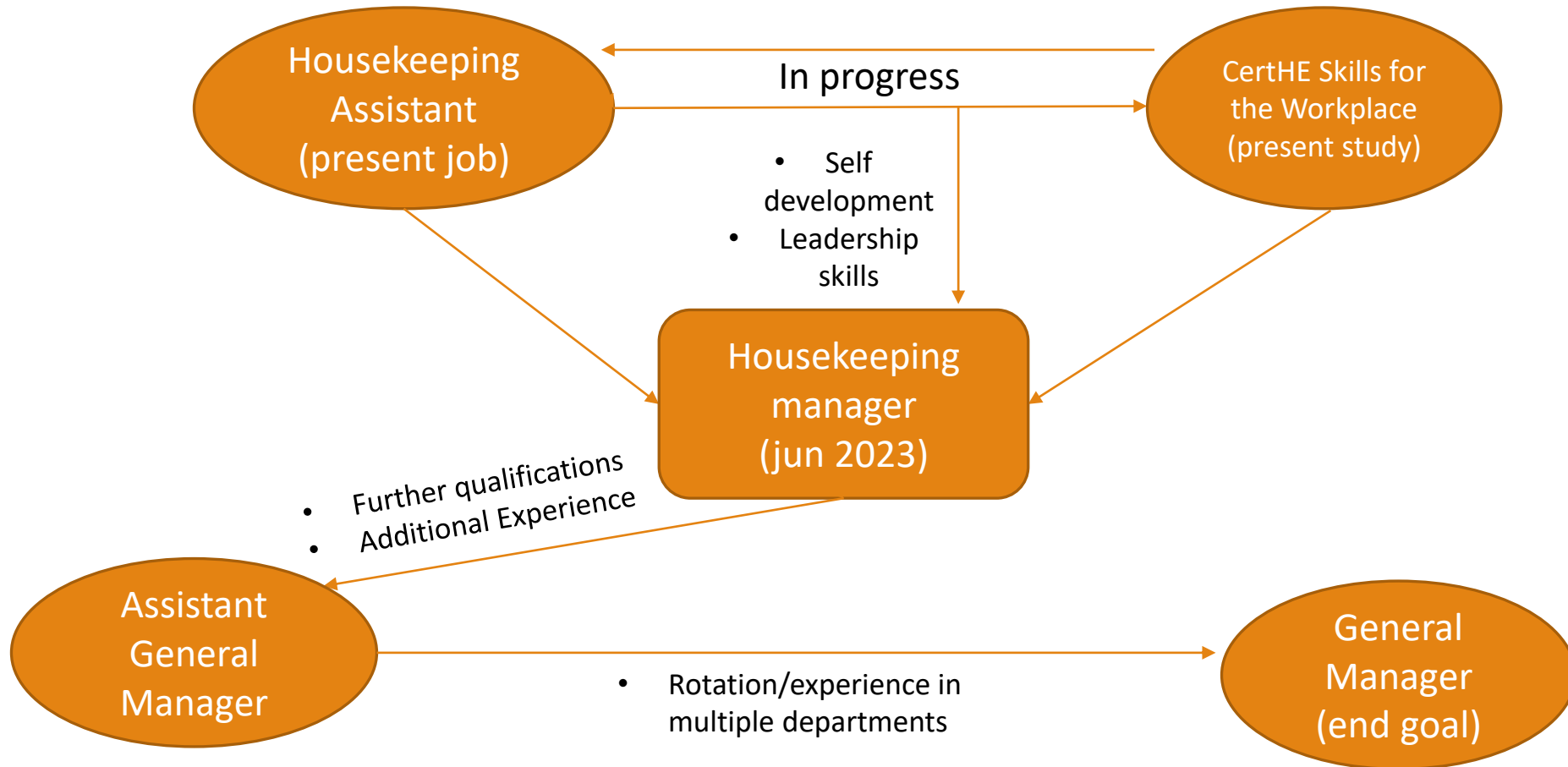
MODULE CODE: BMSW4001



1. Housekeeping Manager - Job Overview

- Overseeing and controlling the housekeeping department within a company (i.e., usually hotels and / or residential)
- Overseeing housekeeping budgeting, suppliers, pest control
- Ensuring the team is operating within the company's code of conduct, its policies and within the HSE regulations

2. Intended career



3. SWOT Analysis

- SWOT is a technique founded by Albert Humphrey in 1960s which cover the strengths, weaknesses, opportunities and threats of a company or as the table below shows, of an individual. (CIPD, 2021)
- (note: the table below represents my personal SWOT Analysis).

Strengths	Weaknesses
8+ years of experience in the industry Time management skills Excellent customer service Empathy Organizational skills	Never been into a leadership position Trouble saying “no” Stressed when under pressure
Opportunities	Threats
Self-development (i.e., learning to say “no”) Training and experience in the position will improve my stress related issues	Competition from staff Work overload amplifying stress

4. Academic and employability skills

- During the time with UWTSD I have developed the following skills:
- **Public speaking** – through the university's programme and requirements of PowerPoint presentations
- **Reflection** – I was made aware of the importance of it and I understood how I can harness my past experiences
- **CV Writing** – the module helped me to successfully identify my aim and underlined the importance of a Cover Letter
- **Time Management** – through the modules offered by UWTSD I have been able to:
 - Avoid work overload
 - Maintain a healthy work-life balance and delegate tasks

5. Personal Development Plan

- Can be defined as identifying a person's weaknesses and steps to be followed / actions to be taken to transform those weaknesses into strengths. (Plymouth University, 2022)
- On a personal level, following the SWOT Analysis above, my PDP will include:

To be developed	Expected result	Actions	Deadline
Public speaking	Relaxed state in front on crowds	Self-development classes Practice / Mirror Practice	Sep 2022
English Language	Academic Vocabulary	Use of Oxford Dictionary Read more British Literature	Feb 2023
Job Position	Housekeeping Manager	Complete my studies Improve Leadership Skills	Jan 2023
Stress Issue	More relaxed stated overall	Practice meditation Balance work-family Identify and reduce stress triggers	Continuous process

6. Conclusion

- Academic and employability skills represent the foundation of establishing a successful career
- Creating a personal SWOT Analysis shows the areas in which I need to improve as well as using my strengths at their full capacity
- “Learn continuously – there’s always “one more thing” to learn!” – Steve Jobs

7. References

CIPD. (2021, 12 07). *SWOT Analysis*. Retrieved from Chartered Institute of Personnel and Development: <https://www.cipd.co.uk/knowledge/strategy/organisational-development/swot-analysis-factsheet#gref>

Plymouth University. (2022, 01 03). *Personal Development Planning (PDP)*. Retrieved from University Of Plymouth: <https://www.plymouth.ac.uk/about-us/teaching-and-learning/guidance-and-resources/personal-development-planning-pdp>

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